Mythware Language Lab

—2013—

User Manual

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Installation

1.1 Installation Environment

System Requirements

Windows XP/SP1/SP2/SP3

Windows Server 2003/SP1/SP2

Windows Vista/SP1/SP2

Windows Server 2008

Windows 7/SP1

Windows 7 x64

Hardware Requirements

Teacher side

Minimum Requirements: CPU Core E4300, 1Gbytes Memory, 128Mbytes Display Card

Recommended Requirements: CPU Core E6300, 2Gbytes Memory, 256Mbytes Display Card

Student side

Minimum Requirements: CPU P4 3.0, 512Mbytes Memory, 128Mbytes Display Card

Recommended Requirements: CPU Core E4300, 1Gbytes Memory, 128Mbytes Display Card

Network Requirements

100Mbytes/1000Mbytes Shared Network or Switched Network

1.2 Regular Installation

To install Mythware Language Lab, you need to install the following 2 parts:

1、Teacher Side Program

2、Student Side Program

The teacher side program install on teacher PCs, and the student side program install on student PCs. To be connected with each other, the teacher PC and student PCs must be in the same network segment.

Notes
✧ The teacher side must deploy voice box.
✧ The student can deploy voice box to install voice box version; and it can also install virtual sound card version without voice box.
✧ You must uninstall the old version before installing new version.

To Install Teacher Side

1. Connect voice box.
2. Insert the Mythware Language Lab installation CD into teacher computer and let it auto run, and then choose **open folder** in pop-up dialog and double-click teacher side installation program to open it. If it does not auto run, open the CD manually.
3. Install the program according to the **Installation Wizard**.
4. You must restart your computer after installation is complete. The program use the default configuration after installation, but you can change the configuration in **Option**.

To Install Student Side

1. Connect voice box.
2. Insert the Mythware Language Lab installation CD into student computer and let it auto run, and then choose **open folder** in pop-up dialog and double-click student side installation program to open it. If it does not auto run, open the CD manually.
3. Install the program according to the **Installation Wizard**.
4. You must restart your computer after installation is complete. The program use the default configuration after installation, but you can change the configuration in **Option**.

1.3 Silent Installation

To Start Silent Installation

1. Connect voice box.
2. Enter the path of installation file/verysilent in Command Prompt dialog.

2 Starting Teacher Side

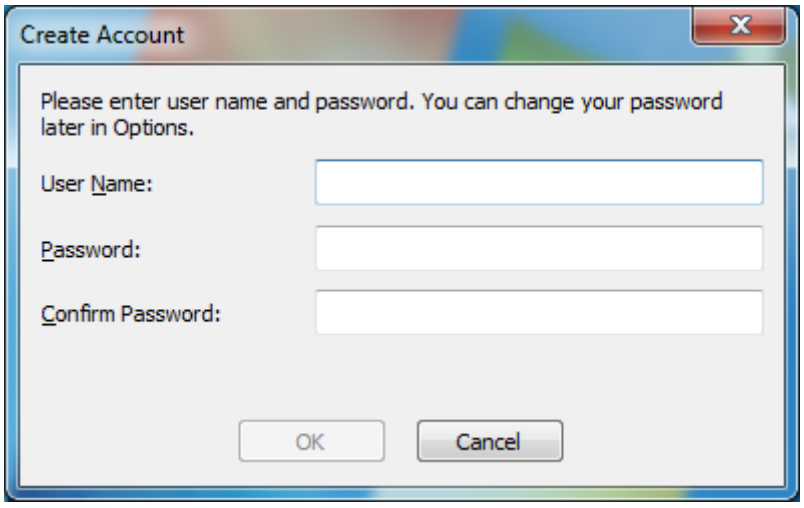
After installation, a shortcut icon will be created on the desktop. The application is created in the system. Double click the shortcut to run teacher side.

2.1 Create an Account

Teacher needs to create an account to use the software

To Create an Account

1. Input user name and password in the create account dialog.



Notes
✧ Create account dialog will pop out automatically when teacher login the system first time.
✧ Teacher can create another account by clicking **Create an account** in the system login dialog.

2.2 System Login

To Log in System

1. Double click the shortcut icon , and a system login dialog will pop out;
2. Input teacher name, login password, class and select channel;
3. Click Login button to enter the operating platform of teacher side.

Notes
✧ Click OK button to pop out system login dialog when creating an account.
✧ Click the **Advance** button on the login dialog window, select one or more channels ranging from 1 to 32.
✧ Only students in the same channel can login once teacher choosing the channel.

2.3 Power On and Shut Down Student Computers

Power on or shut down all student computers from the teacher PC.

To Power on Student PC

1. Click on assistant tool bar to power on student PCs.

To Shut down Student PC

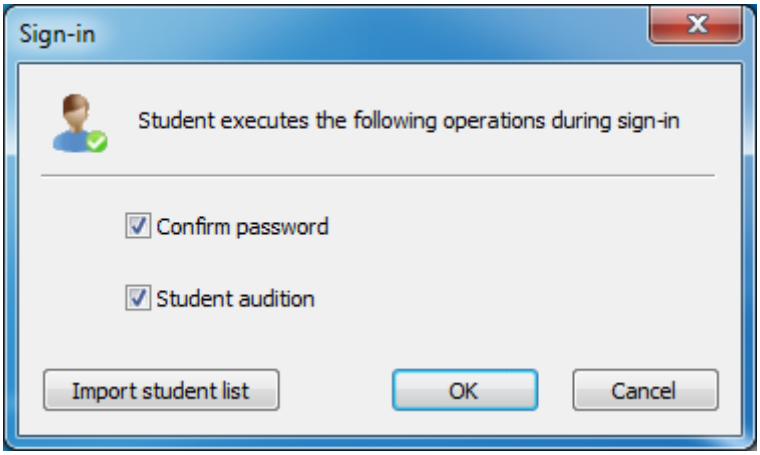
1. Click on assistant tool bar to shut down student PCs.

2.4 Sign-in

Teacher can know the attendance of students by sign-in.

To Launch Sign-in

1. Click to pop out sign-in dialog;



2. Choose whether launch password confirmation and student audition;
3. Click **Import student list** to open student list manager, and import student list;

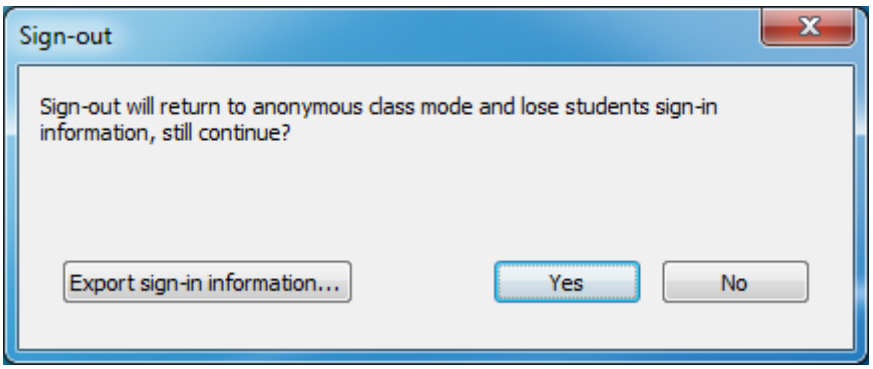
Notes
✧ Teacher can open student list manager by **Assistant Tools-Student List Manager**.
✧ The usage of student list manager please refer to Student List Manager

4. Click **OK** button to begin sign-in, and student screen will pop out sign-in dialog window;

Note

- ✧ All students icon will switch to not sign-in state until student sign in after clicking OK button by teacher.

5. Click **Sign-in** button again will pop out sign-out dialog, click **Yes** to exit sign-in state and **No** to remain sign-in state.
6. Click **Export sign-in information** to export sign-in information in the form of text or Excel.


Sign-out
Sign-out will return to anonymous class mode and lose students sign-in information, still continue?
Export sign-in information...
Yes
No

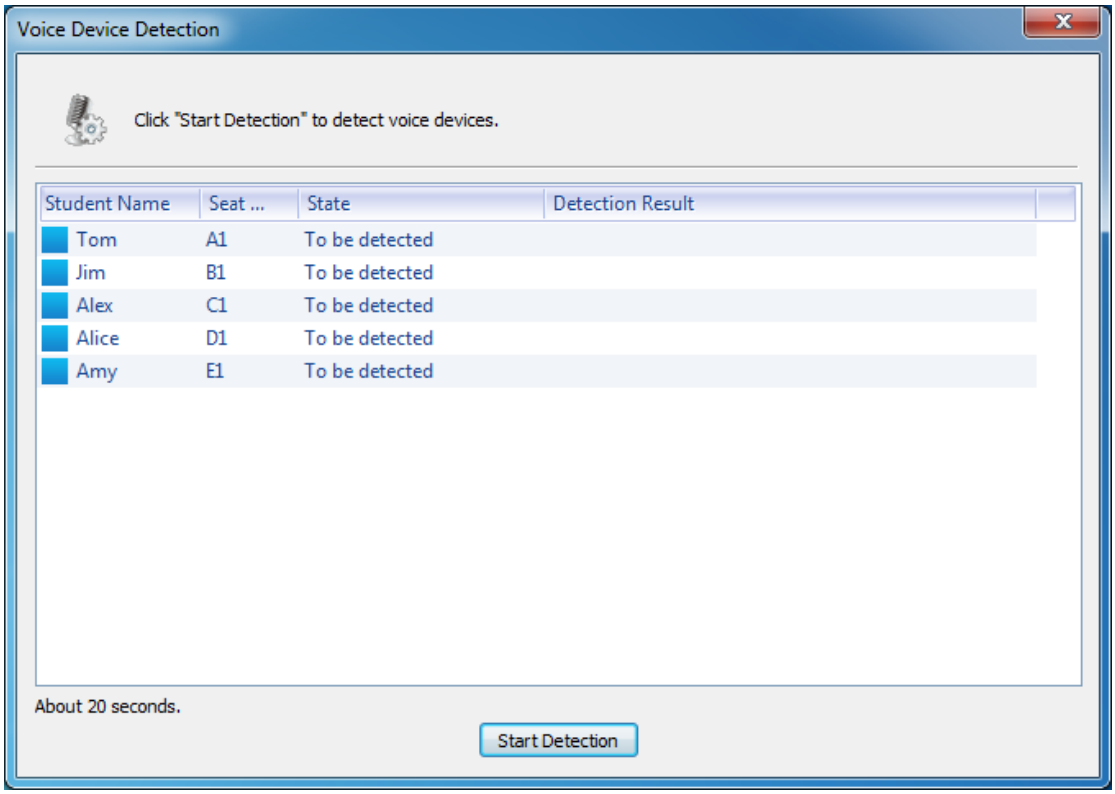
2.5 Voice Device Detection

Teachers can detect all the devices by only one click. It will detect three aspects as below:

1. Whether voice box connect to the computer correctly.
2. Whether microphone and headset connect to the voice box correctly.
3. Whether microphone and headset run correctly.

To Detect Voice Device

1. Click **Assistant Tools-Voice Device Detection** to pop out voice device detection dialog;
2. Click **Start Detection** to begin detection;
3. For the devices with problem, the detection result will be shown in red script;
4. Click **Restart Detection** to restart detection until all the devices run correctly after dealing with the devices with problem manually.



2.6 Begin and Stop Class

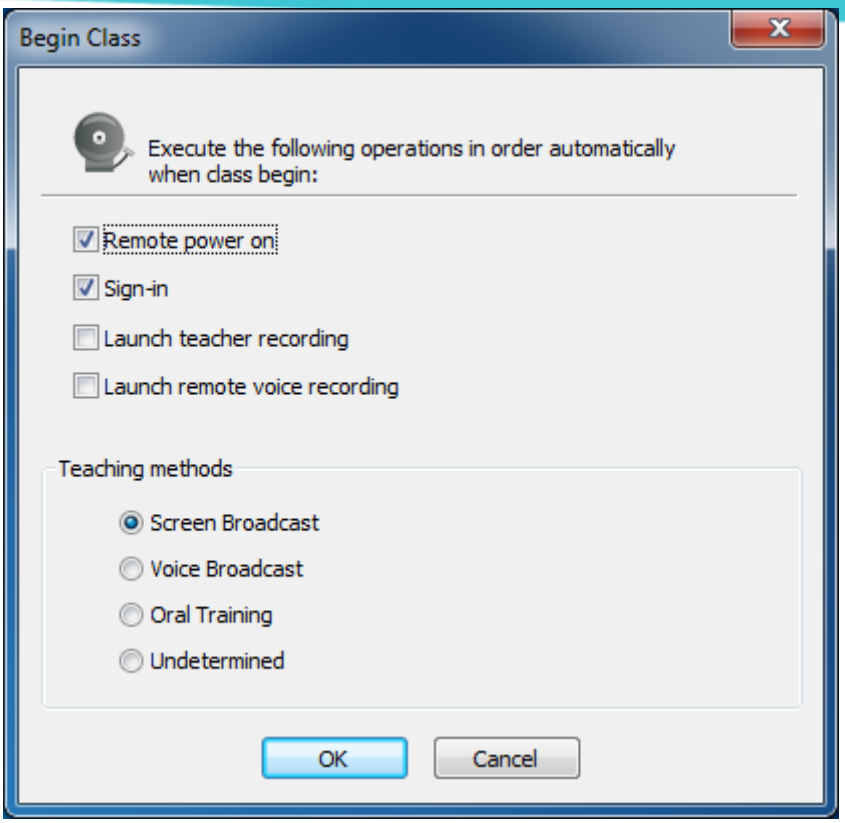
Begin Class and **Stop Class** are designed to simplify the operations of teacher when begin or stop a class. These buttons combine the functions teacher may use when beginning or stopping a class, so teacher can select what he needs directly in the dialog.

2.6.1 Begin Class

To Begin a Class

1. Click

on assistant tool bar to pop out a dialog;
2. Select the operations teacher need to use in the dialog.

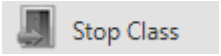


Note

- ✧ Execute the operations in order.

2.6.2 Stop Class

To Stop a Class

1. Click 

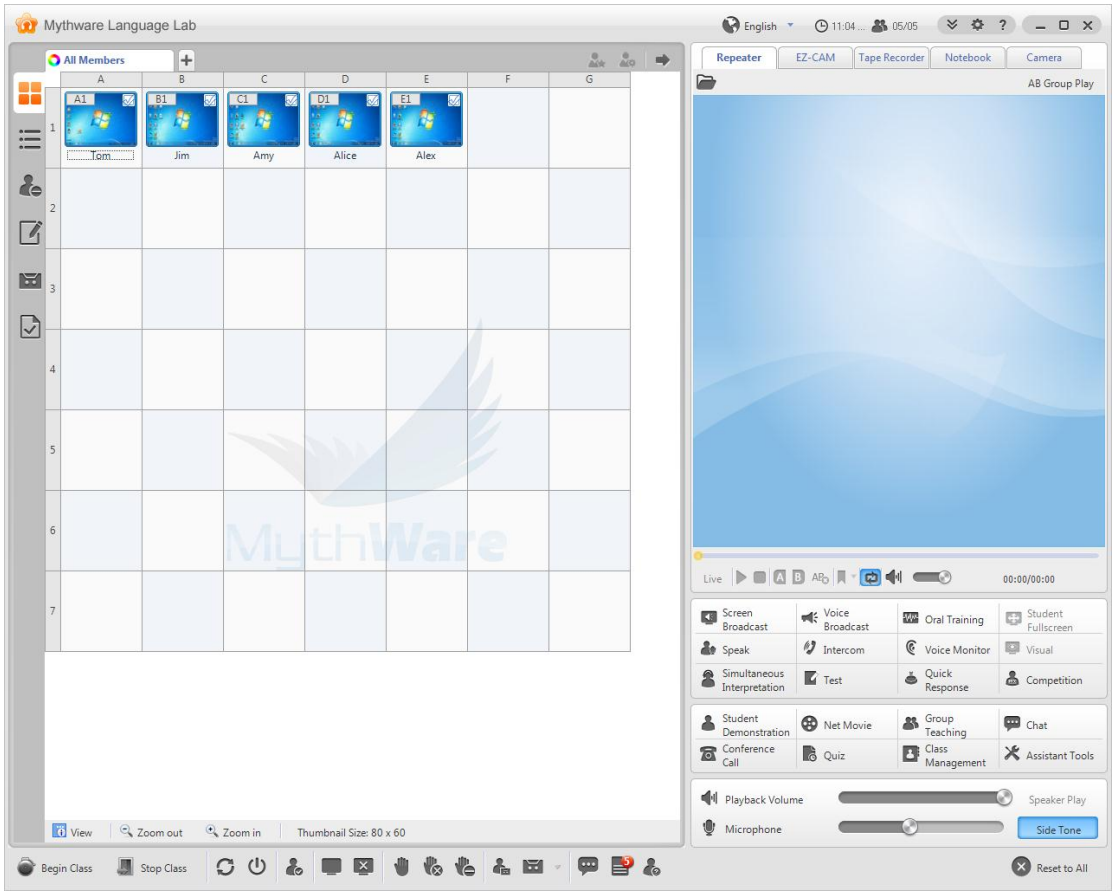
on assistant tool bar to pop out a dialog;
2. Click **Change Class** button to change class and restart sign-in;
3. Click **Shut Down to All** to stop class;
4. Click **Cancel** to cancel this operation.

Note

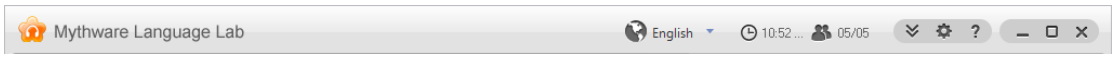
- ✧ All the running functions will stop once teacher stop class.

3 Interface Introduction of Teacher Side

The main interface of teacher side consists of four parts: Title Bar, Class Model, Function Bar and Assistant Tool Bar.



3.1 Title Bar



It displays time and student number in class. And teacher can change the language of main interface on title bar.

Besides, there are **Menu**, **Option** and **Help** button on title bar. And teacher can minimize, drag and drop or close the software.

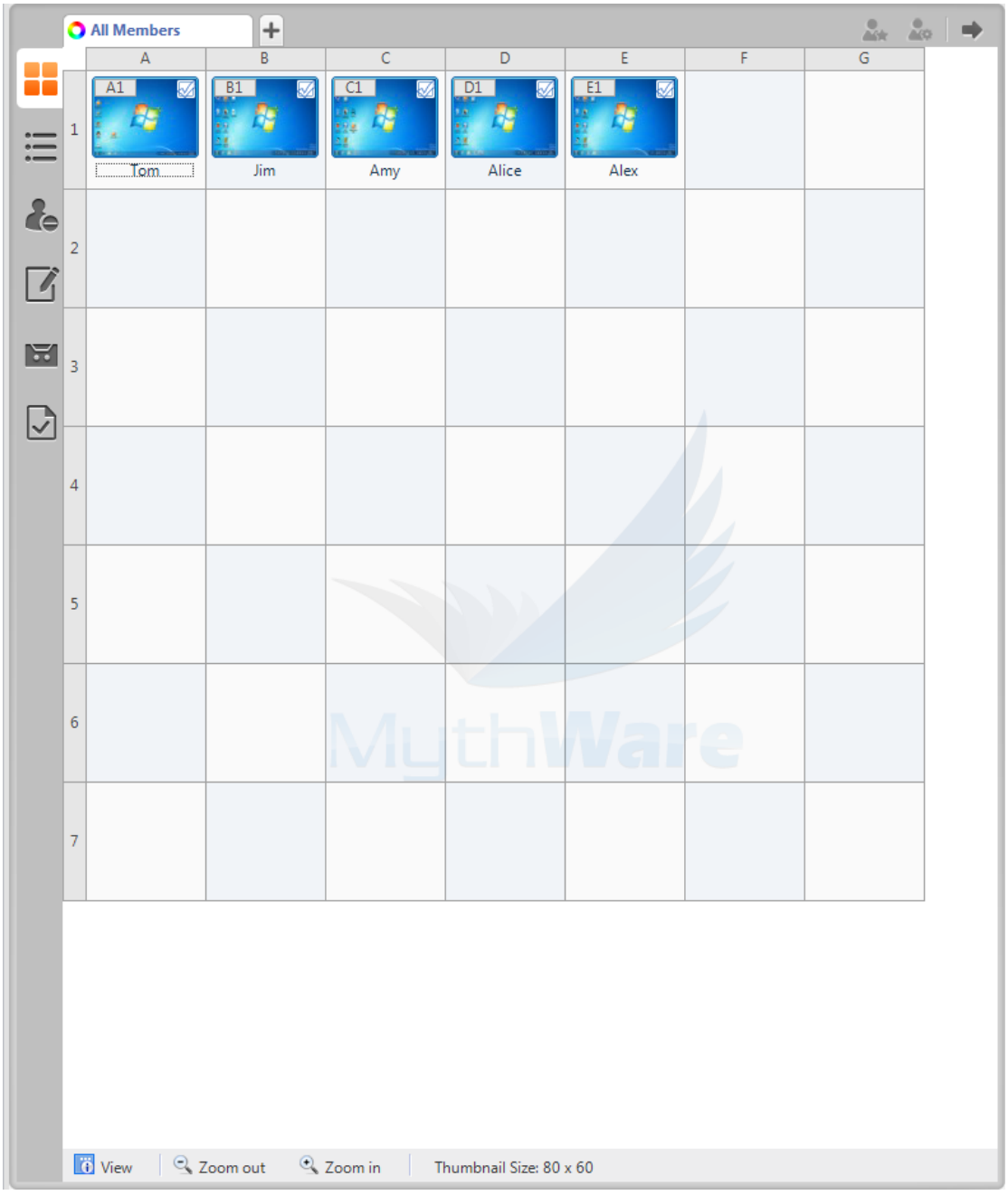
If the program has been minimized, a floating toolbar will appear at the top of your screen.

This toolbar allows you to perform many common operations as bellow: **Screen**

Broadcast, **Voice Broadcast**, **Net Movie**, **Oral Training**, **Monitor & Control**, **Launch Application**, **File Distribution**, **Silence On** and **Silence Off**.

Teacher can hide and lock the floating bar.

3.2 Class Model



There are six different view of class model: **Monitor View**, **Report View**, **Policy Control View**, **Test View**, **Remote Voice Recording View** and **File Submission View**.

Teacher can check student information and zoom in or zoom out student icon in class

model.

3.3 Function Bar

Function Bar can divide into four parts: **Repeater** and **External Device**, **Interactive**

Teaching Bar, **Assistant Teaching Bar** and **Volume Bar**.

Repeater and External Device can play media file and live broadcast audio and video device.

Interactive Teaching Bar contains the operations as below: **Screen Broadcast**, **Voice Broadcast**, **Oral Training**, **Student Fullscreen**, **Speak**, **Intercom**, **Voice Monitor**, **Visual**, **Remote Voice Recording**, **Test**, **Quick Response** and **Competition**.

Assistant Teaching Bar contains the operations as below: **Student Demonstration**, **Net Movie**, **Group Teaching**, **Chat**, **Conference Call**, **Quiz**, **Class Management** and **Assistant Tools**.

Teacher can set playback and microphone volume in Volume Bar. And select whether take operations of speaker play and side tone.

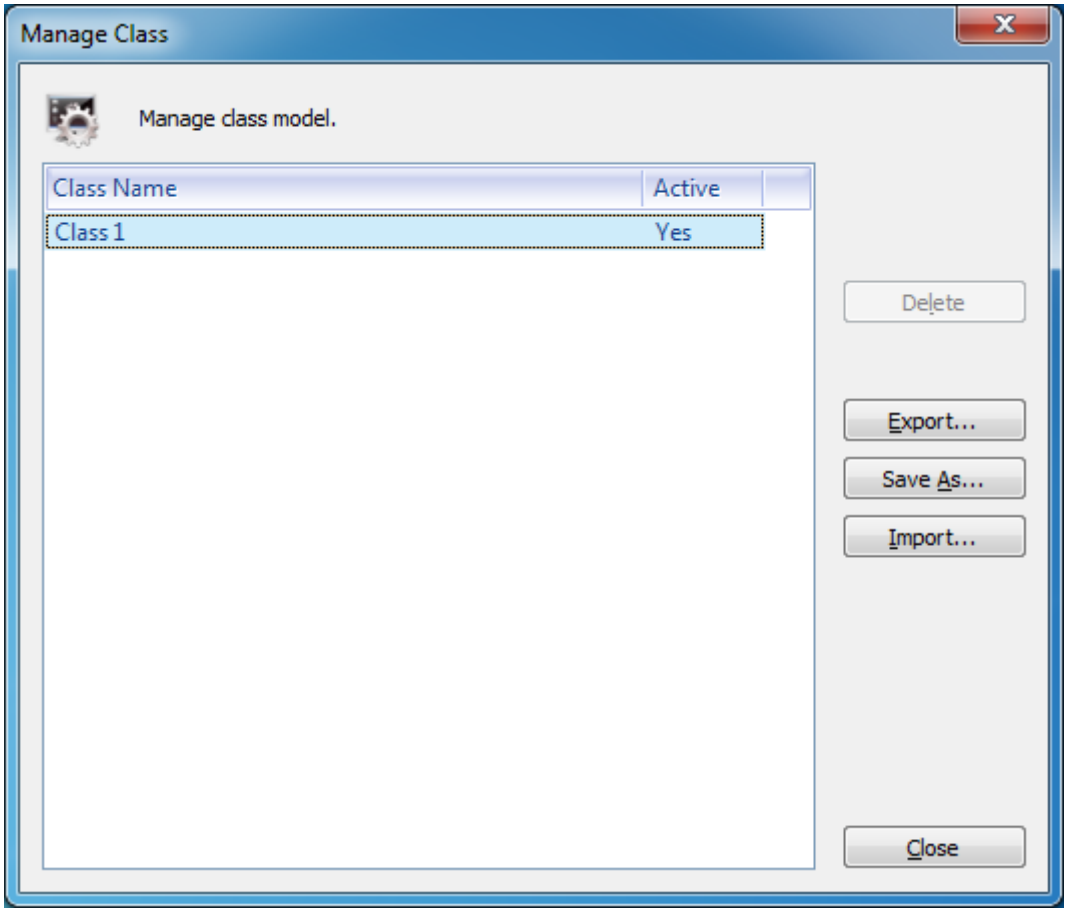
3.4 Assistant Tool Bar

Assistant Tool Bar contains the operations as below: **Begin Class**, **Stop Class**, **Remote Power On**, **Remote Shut Down**, **Sign-in**, **Silence On**, **Silence Off**, **Automatic Answer**, **Clear Student Call**, **Forbid Student Call**, **Whole-Process Recording**, **History Message**, **History Event**, **Students Request for Help** and **Reset to All**.

4 Function Introduction of Teacher Side

4.1 Manage Class

Click **Menu-Manage Class** on title bar to pop out a dialog as below, teacher can manage the class in this dialog.



Note

- ✧ Click **Assistant Tools-Manage Class** can also pop out the dialog.

To Manage the Class

1. Click **Export** to export class model information;
2. Click **Save As** to save class model;
3. Click **Import** to import a class model;

4. Click **Delete** to delete class model.

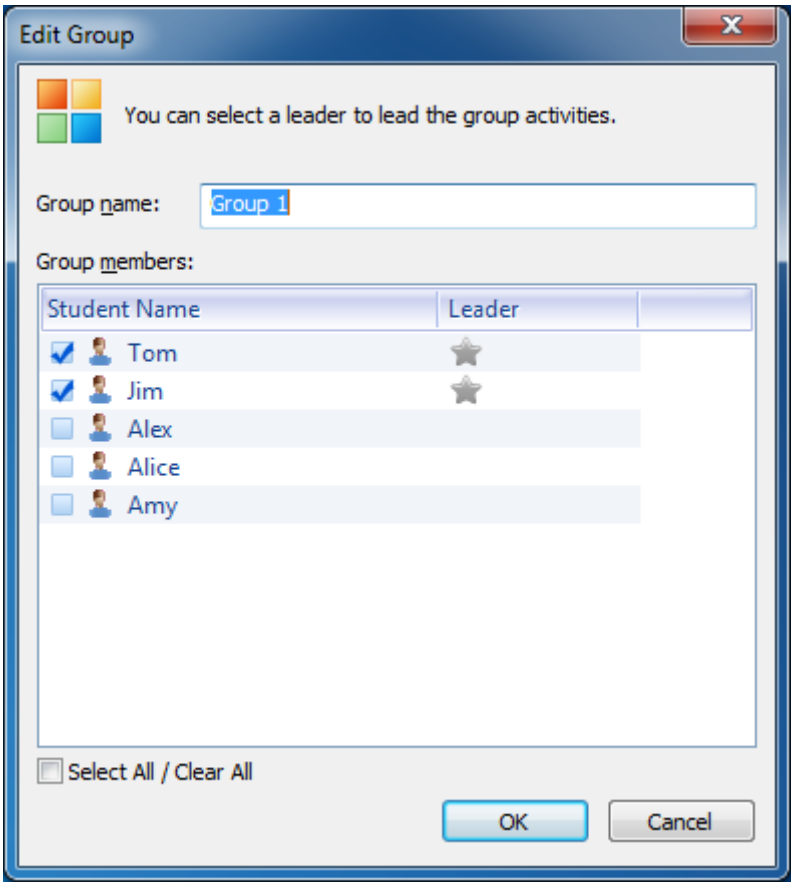
4.2 Manage Group

Teacher can divide into different groups in class model. There are three different methods:

One: Drag student icon to , pop out edit group dialog automatically;

Two: Click button, pop out edit group dialog automatically;

Three: Right click student icon, select **Group-New Group** to pop out edit group dialog.



Teacher can set group name and select group leader in edit group dialog. And there are three different methods to select group leader:

One: Click to turn to in edit group dialog;

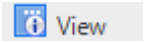
Two: Select student and then click in group view;

Three: Right click student icon to make him group leader in group view.

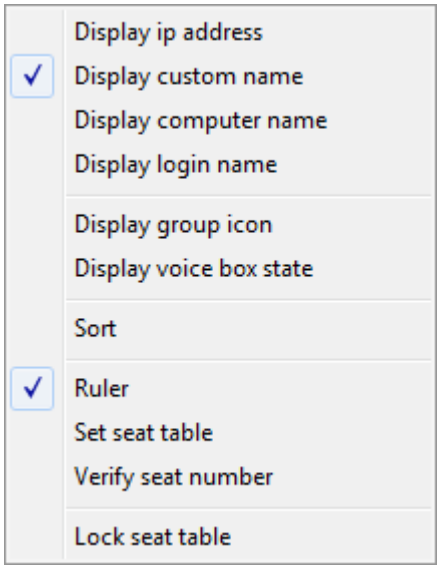
Note

- ✧ Click can edit the group in group view.

4.3 Check Student Information

Teacher can not only check student state directly by student icon, but also by clicking 

button.

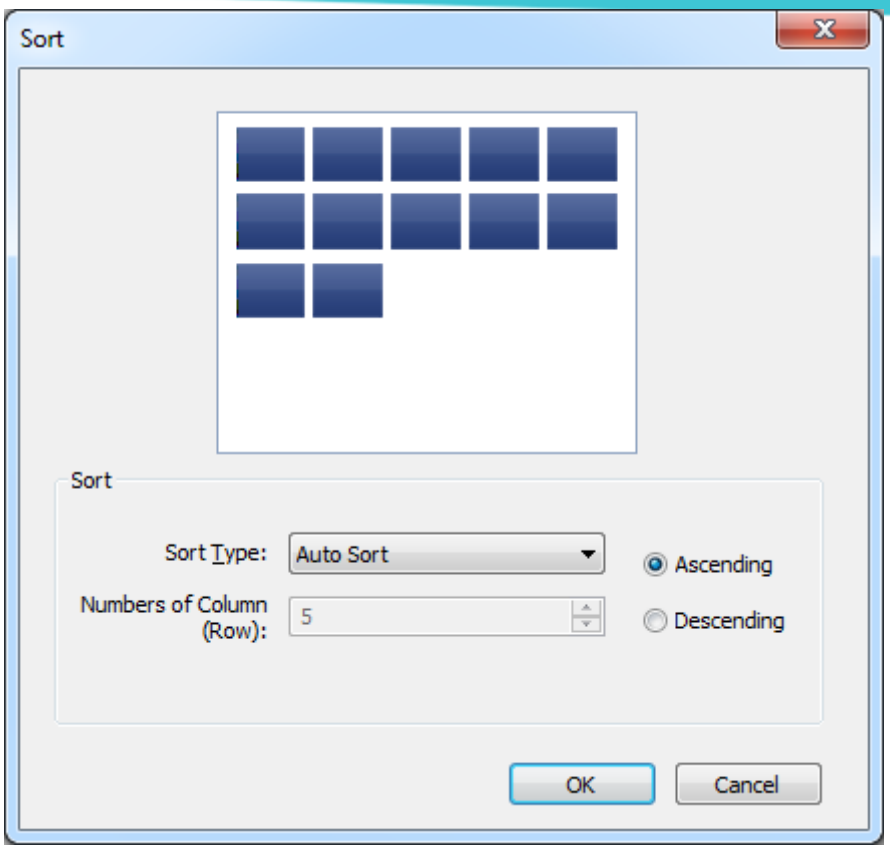


Teacher can choose to display IP address, custom name, computer name, login name, group icon or voice box state in student icon.

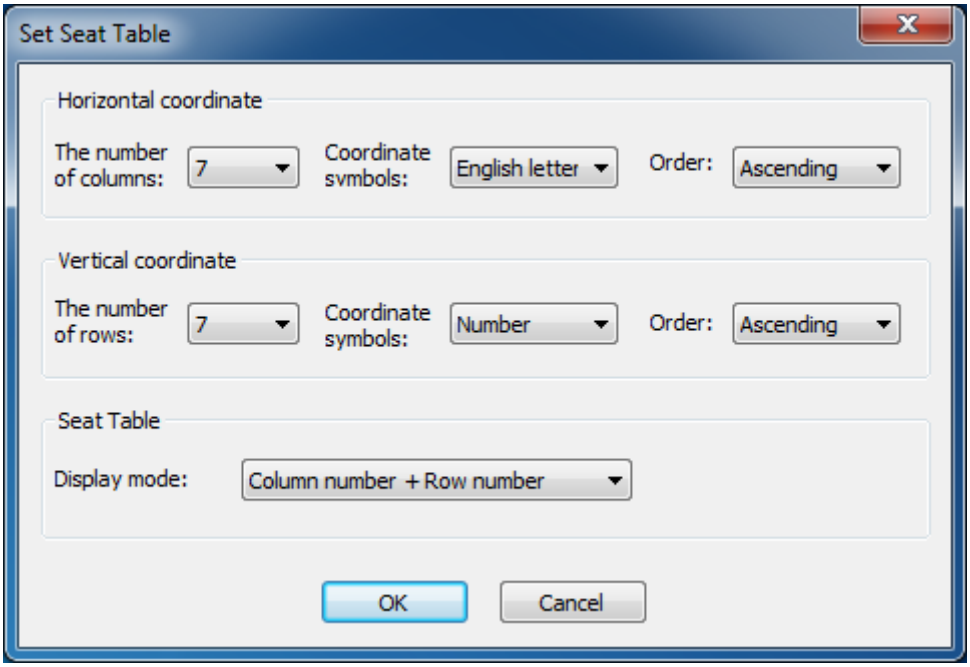
Click **Sort** button without ruler will pop out sort dialog as below, teacher can select sort type, set the number of each column (row) and select ascending or descending.

Note

- ✧ There are three sort types: auto sort, sort by row and sort by column.



Select **Set seat table** will pop out a dialog, teacher can set vertical coordinate, horizontal coordinate and display mode in this dialog. After setting seat table, teacher can verify seat number.



Teacher can also **Lock seat table** in class model, then student icon can't be moved. Teacher can zoom in or zoom out student icons whether they are locked or not.

Notes
✧ Teacher can’t check student information when student icons are locked.
✧ The student icon color will be shown as yellow if the student login when student icons are locked.
✧ Student icons will be locked automatically when executing teaching functions.

4.4 Screen Broadcast

Screen broadcast is the most important function of this software, it can broadcast teacher’s screen and voice to the students. Teacher can also communicate with students when screen broadcast.

To Launch Screen Broadcast

1. Choose the students in class model, click **Screen Broadcast** to broadcast teacher’s screen and voice;
2. There will be a screen broadcast toolbar as below when screen broadcasting;

Then, how to use the screen broadcast toolbar:

Show or Hide Window: Show or hide the interface of teacher side;

Pause or Resume Screen Broadcast: Pause or resume screen broadcast when screen broadcasting;

Screen Pen: The interface of screen pen as below:

There are **Pointer**, **Magnify**, **Switch background** and **Set shortcut key** in the top row of screen pen.

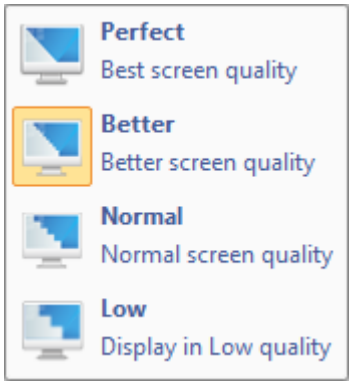
Teacher can use **Pointer** and **Magnify** to highlight the point, use **Switch background** to turn the screen to white or black and use **Set shortcut key** to set shortcut key.

Broadcast EZ-CAM: Correspond with external device in the main interface, and teacher can broadcast the image and video by connecting external devices;

Turn on Camera: Correspond with camera in the main interface, and teacher can live broadcast the image by turn on camera;

Screen Record: Record the teaching process;

Set Display Properties: There are four properties can be chosen as below



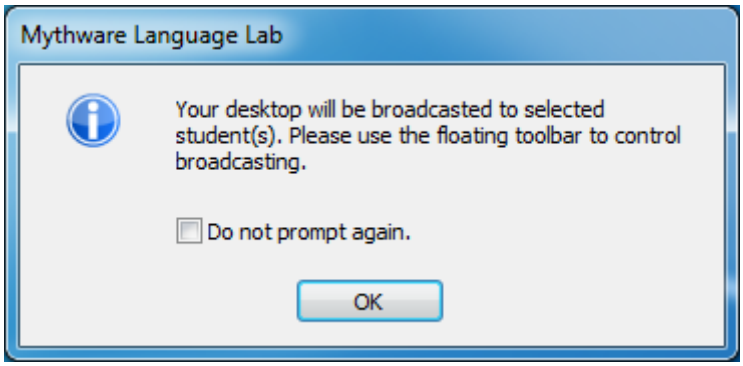
Set Screen Display Mode: There are three modes can be chosen as below

Exit Screen Broadcast: Click this button to exit screen broadcast;

Contract or Expand: To contract or expand screen broadcast toolbar.

Note

- There will be pop out a dialog as below if you use screen broadcast the first time, you can select **Do not prompt again** to forbid the prompt next time.


Mythware Language Lab
Your desktop will be broadcasted to selected student(s). Please use the floating toolbar to control broadcasting.
Do not prompt again.
OK

4.5 Voice Broadcast

Voice broadcast is one of the main functions of this software, which can broadcast the voice of microphone and computer of teacher side to the students.

To Launch Voice Broadcast

1. Choose the students in class model, click **Voice Broadcast** to broadcast voice of teacher side;
2. Adjust the volume of playback and microphone by dragging process bar.

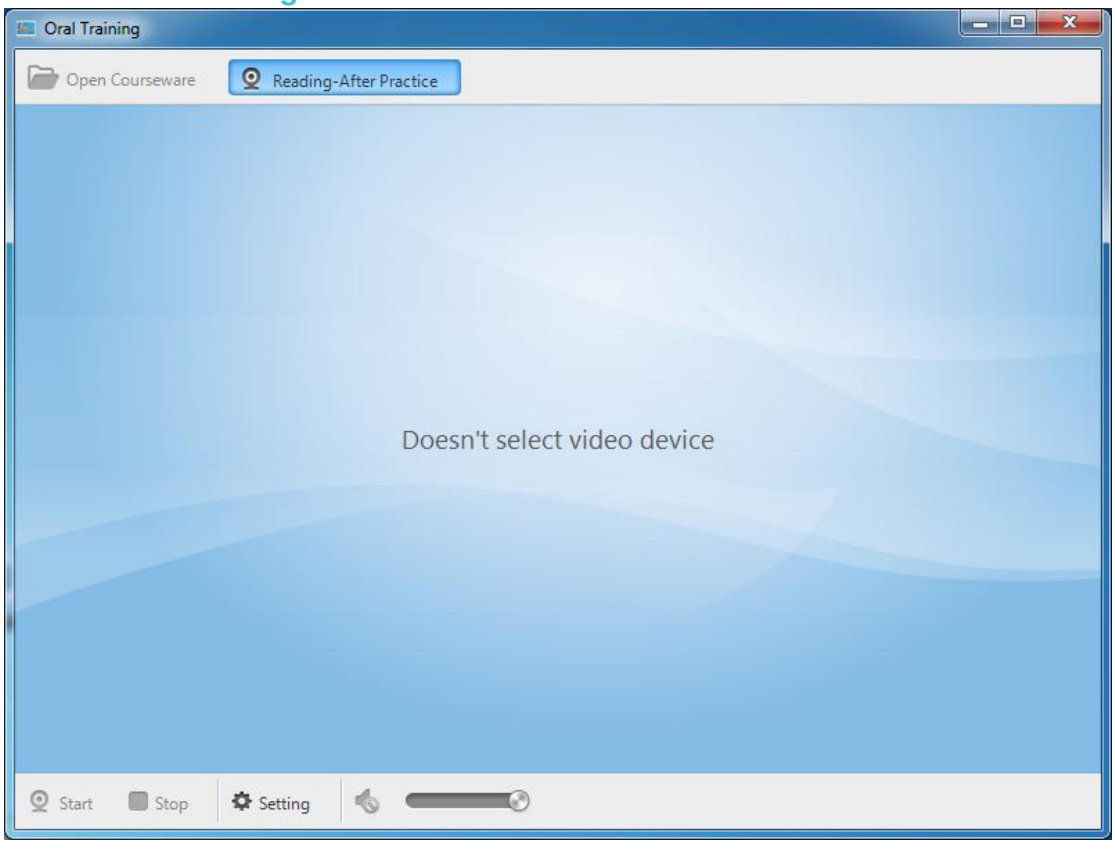
4.6 Oral Training

Oral training is one of the main functions of this software, which aims at improving students' abilities of listening, speaking and reading, writing when learning a new language.

To Launch Oral Training

1. Click **Oral Training** to pop out oral training dialog;
2. Click **Open Courseware** to launch repeat training;
3. Click **Reading-After Practice** to launch reading-after practice.

4.6.1 Reading-After Practice



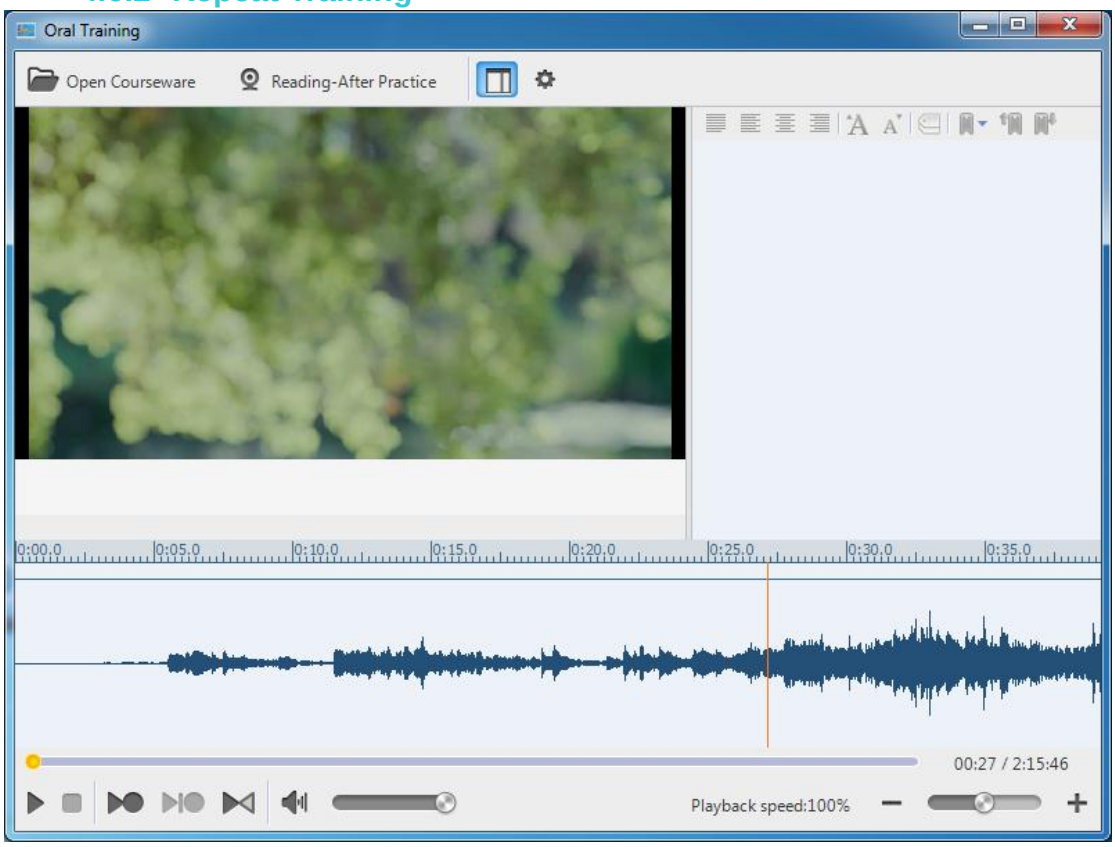
To Launch Reading-After Practice

1. Click **Setting** to select settings;
2. Click **Start** to start reading-after practice, students can hear the voice of teacher side;

3. Click **Stop** to stop reading-after practice;
4. Click **Reading-After Practice** again to exit reading-after practice.

Note
✧ Teacher can voice monitor external device during reading-after practice.

4.6.2 Repeat Training



To Launch Repeat Training

1. Click **Open Courseware**, select the courseware and open it;
2. Oral training dialog displays waveform and caption after opening courseware;
3. Click to hide or show caption;
4. There are some other buttons as below in oral training dialog

Play or Pause: Teacher can play or pause repeat training;

Stop: Teacher can stop repeat training;

Record Reading-After Voice While Playing Original File: Select the case statement in the waveform and record reading-after voice while playing;

Repeat with Custom Mode: Repeat according to the mode set by teacher;

Compare: Compare reading-after voice to original voice;

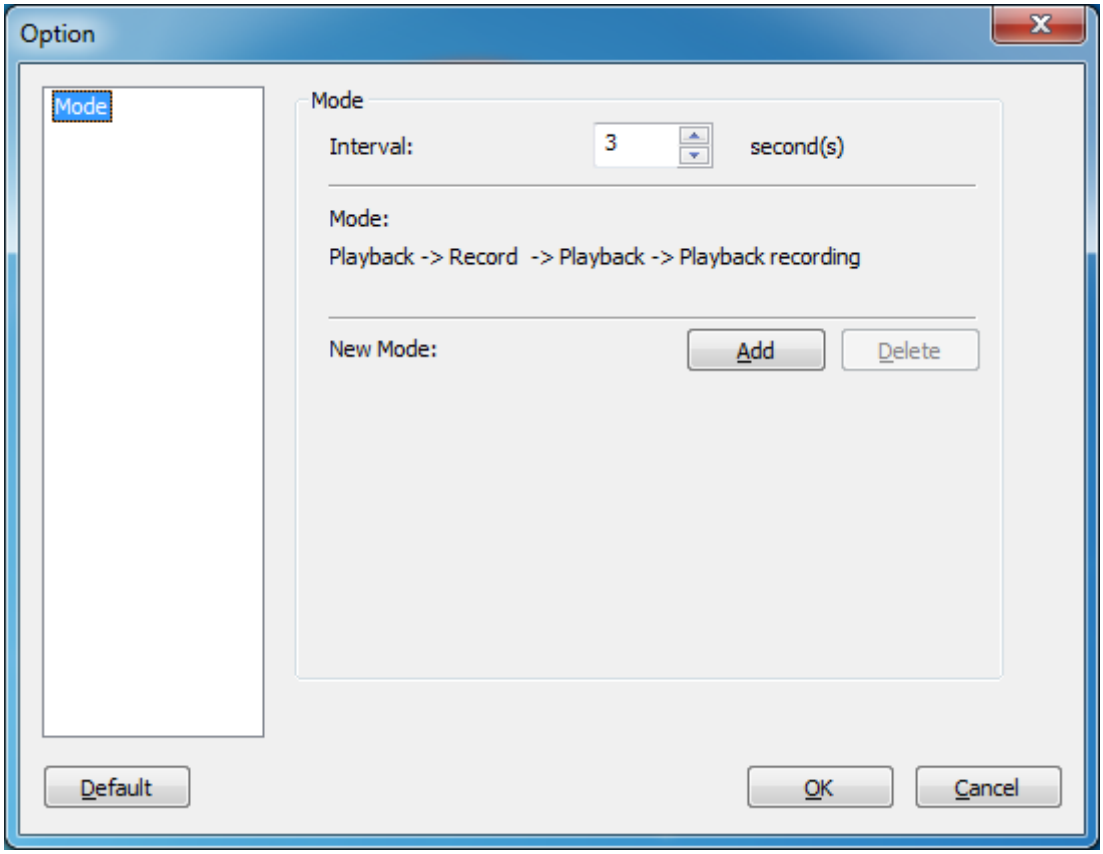
Speaker control: Control the volume of courseware;

/ **Playback Speed Control:** Contrl the speed of playback.

Notes
✧ Teacher can use **Assistant Tools-Tool Box-Repeater Courseware Editor** to edit courseware.
✧ Teacher can open a media file to launch repeat training.

To Set Repeat Mode

1. Click to open option dialog, where teacher can check current mode and set new mode;
2. Click **Add** to choose the operation among playback, record and playback recording in proper order;
3. Set time interval.



Notes
✧ Teacher can add six steps at most.
✧ Default mode is playback-record-playback-playback recording.

4.7 Student Fullscreen

Student Fullscreen can only be used when screen broadcast, voice broadcast, oral training and live broadcast.

Note
✧ Student Fullscreen will be launched automatically when screen broadcast, voice broadcast, oral training and live broadcast, and only teacher can switch student screen between window and full screen.

4.8 Speak

Speak can enhance the communication between teacher and student. Teacher can

invite student to speak during class, and broadcast the voice to other students.

To Speak

1. Click **Speak** on function bar;
2. Choose the students to speak in class model, eight students at most once;
3. Click **Voice Broadcast** to exit speak.

Notes
✧ Voice broadcast will be launched automatically when speak.
✧ There will be a trace for the student who has spoken: before speak after speak
✧ Click student icon can invite student to speak directly when screen broadcast, voice broadcast, oral training and live broadcast.
✧ Click **Speak** again only exit speak, remain voice broadcast.

4.9 Intercom

Intercom is different from speak, intercom can only be used between teacher and selected student, other students can't hear the voice.

To Use Intercom

1. Click **Intercom** on function bar;
2. Choose the students to talk with in class model, eight students at most once;
3. Click **Intercom** again to exit intercom.

Note
✧ Teacher can switch between speak and intercom.

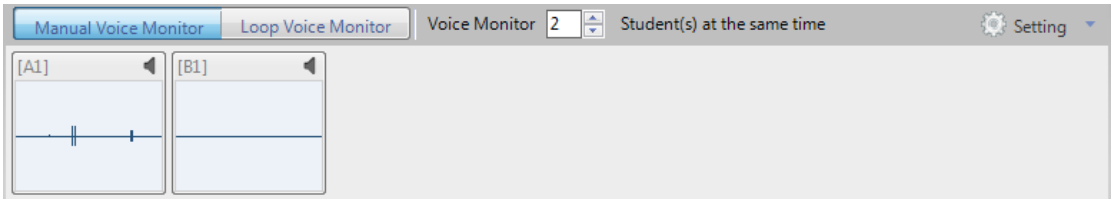
4.10 Voice Monitor

The aim of voice monitor is to help teacher master what students are doing in the class. Speak and intercom will be stopped once beginning voice monitor.

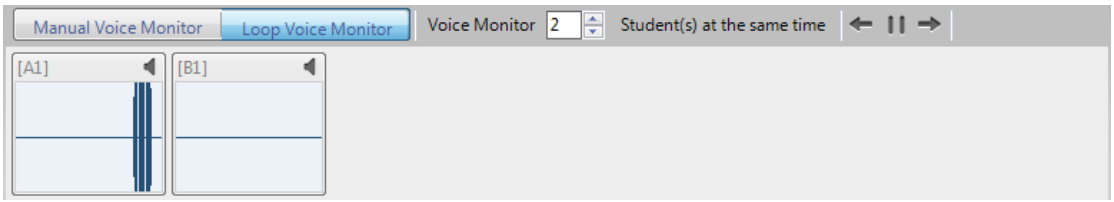
To Launch Voice Monitor

1. Click **Voice Monitor** on function bar;
2. Choose voice monitor mode between manual voice monitor and loop voice monitor;
3. Choose the students to voice monitor in class model, eight students at most once;
4. Click to mute voice of student side;
5. Click **Voice Monitor** again to exit voice monitor.

Teacher can switch the students manually when manual voice monitor.



Students can switch automatically when loop voice monitor, and teacher can pause or resume loop voice monitor, choose previous group or next group and set remain time.



Note

- ✧ Click **Setting**, teacher can choose among voice monitor microphone and computer, voice monitor microphone only and voice monitor computer only.

4.11 Visual

Visual can only be used with speak, intercom or voice monitor. Teacher can launch visual by turning on the camera.

To Launch Visual

1. Click **Visual** when speak, intercom or voice monitor;
2. Choose the student to launch visual in class model;
3. A visual dialog with seat number and camera image will appear in the main interface;
4. Click to turn on or turn off camera

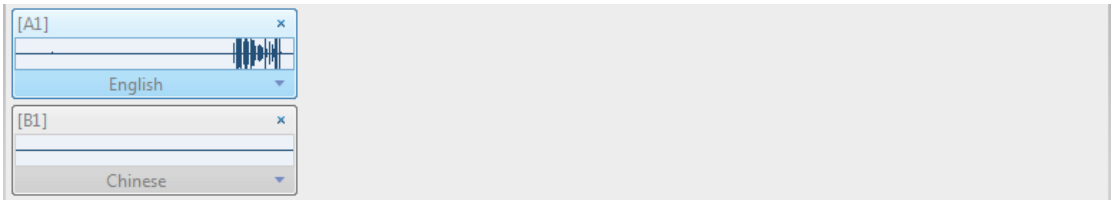
Notes
✧ Teacher can set the max number to launch visual at the same time, ranging from one to eight.
✧ Camera should be deployed before class.
✧ The software will turn on the camera of first two students automatically when launching visual.

4.12 Simultaneous Interpretation

Simultaneous interpretation is a feature function of this software, and teacher can invite students to interpret during class. Teacher can set the language students need to interpret and other students can hear the interpretation.

To Launch Simultaneous Interpretation

1. Click **Simultaneous Interpretation** on function bar;
2. Choose the students to interpret in class model, six students at most once;



3. Select the language students need to interpret;
4. Click **Simultaneous Interpretation** again or click the "x" in top right corner of student icon to stop the interpretation;
5. Click **Voice Broadcast** to exit simultaneous interpretation.

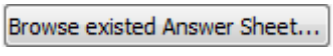
Notes
✧ Teacher can launch simultaneous interpretation when screen broadcast, voice broadcast, oral training and live broadcast.
✧ Teacher and student can hear only one student's interpretation once.
✧ This function can be used with visual together.

4.13 Test

Teacher use answer sheet to launch a quick test to one or more students during class.

To Launch Test

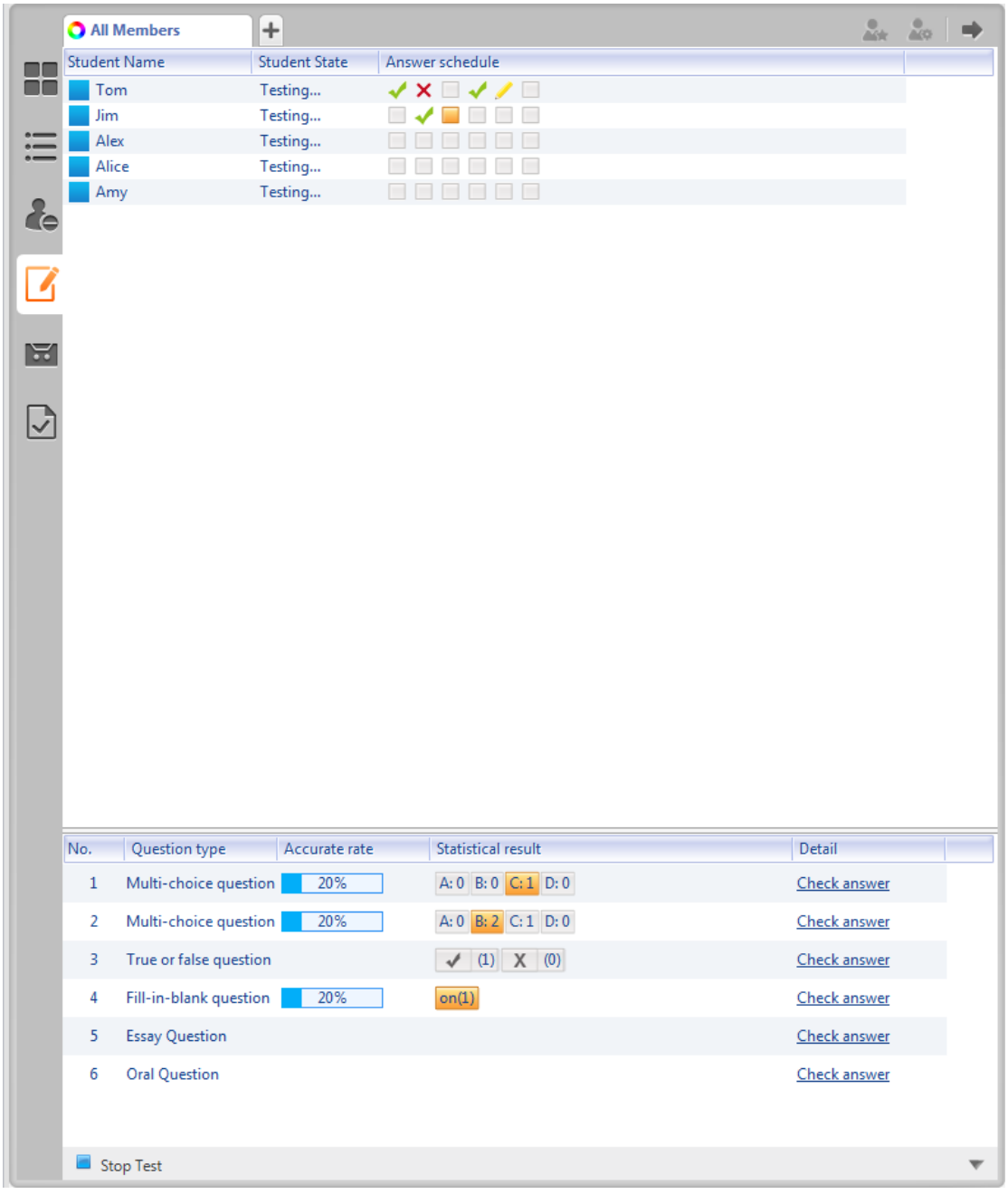
1. Click **Test** to pop out a test dialog;
2. Choose the answer sheet between quick answer sheet and custom answer sheet;

Note
✧ Teacher can click  to open an existed answer sheet.

3. Click **OK** after choosing sheet, class model will switch to Test View. And teacher can check accurate rate of objective questions directly in this view;

Notes
✧ Teacher can set correct answer by clicking the option.

✧ Correct answer for multi-choice question can be more than one.
✧ Teacher can use **Assistant Tools-Tool Box-Answer Sheet Editor** to edit answer sheet.



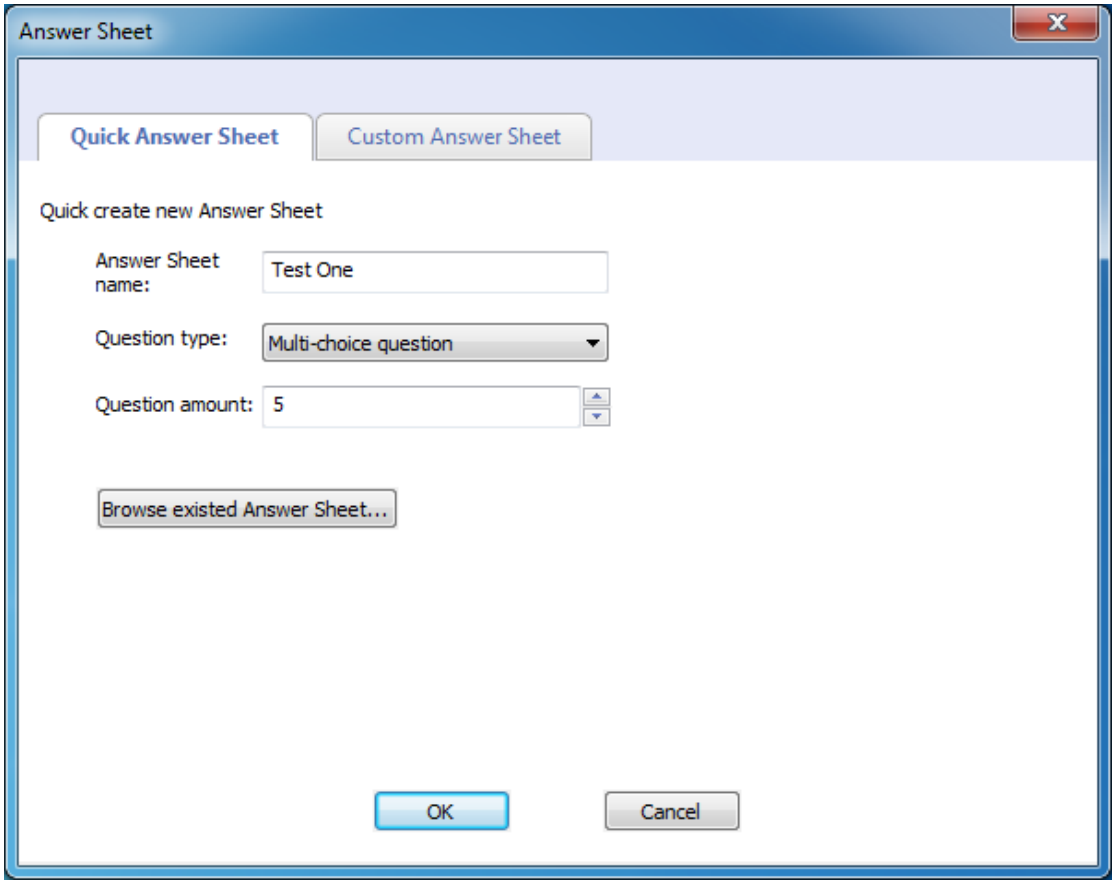
1. Click Stop Test to stop this test, and then Start Test and Back appear;
2. Click Start Test to start a new test;
3. Click Back to check test information and choose operation from test,

view and delete;

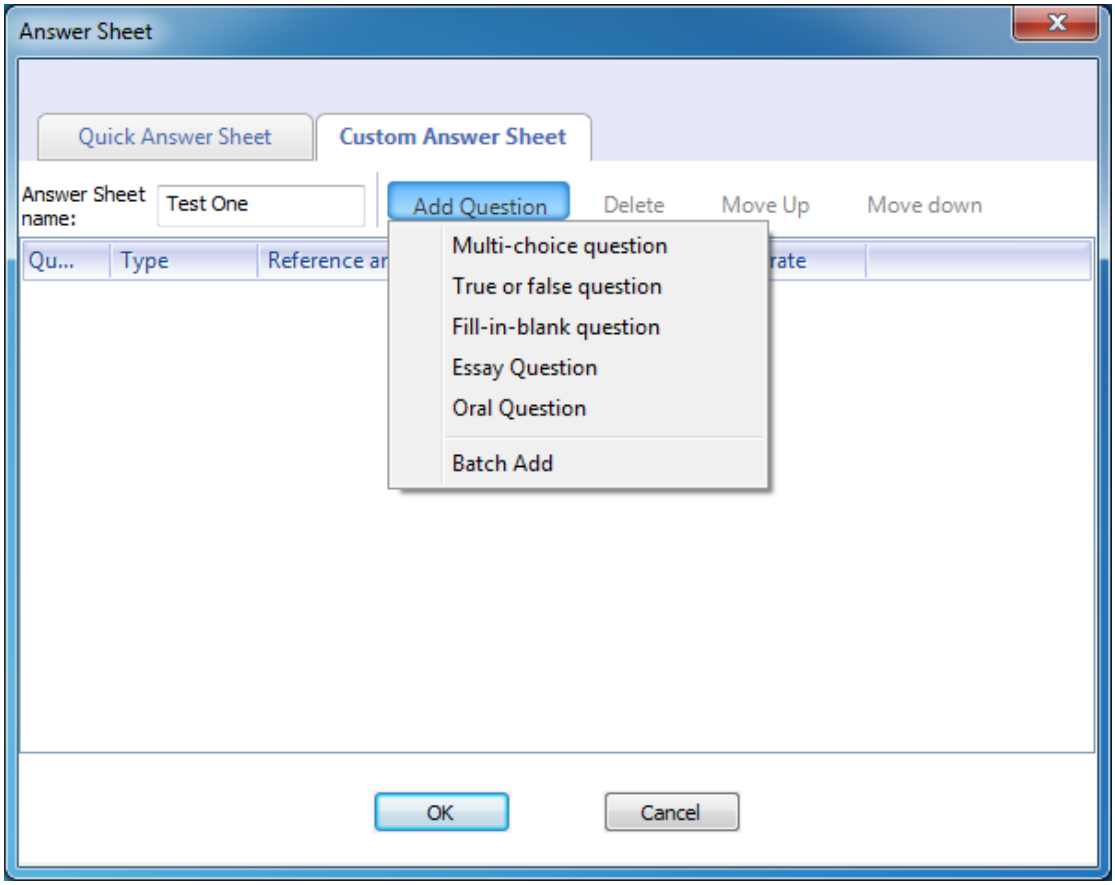
4. Click **Test** again to return Monitor View.

4.13.1 Quick Answer Sheet

Quick answer sheet is the default answer sheet of the software, and teacher can choose one question type of five different question types: multi-choice question, true or false question, fill-in-blank question, essay question and oral question.



4.13.2 Custom Answer Sheet



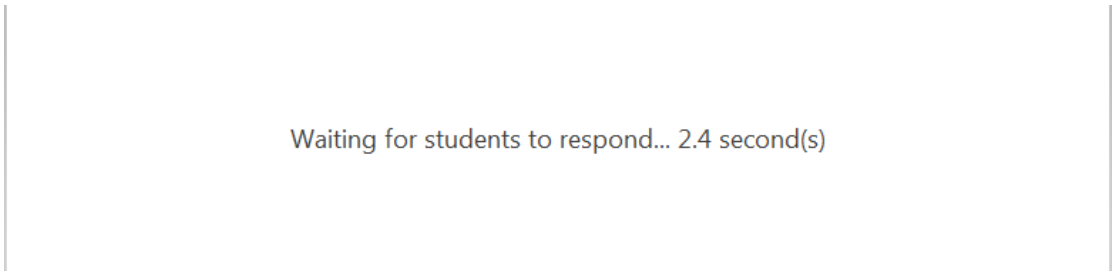
Teacher can add question of different question types in custom answer sheet, and teacher can batch add several questions of the same question type.

4.14 Quick Response

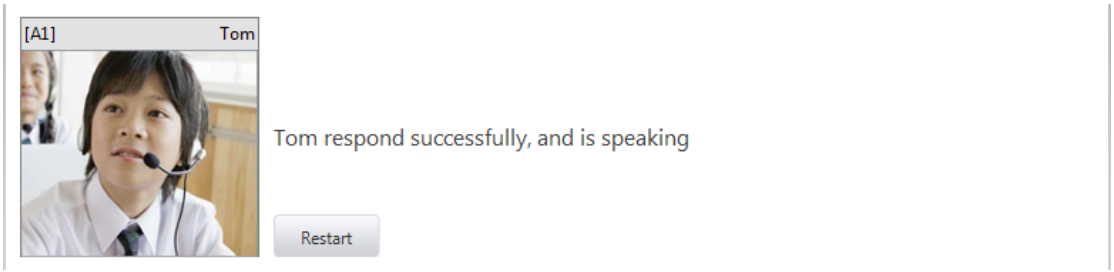
Teacher can launch a quick response when screen broadcast, voice broadcast and oral training. This function can help teacher active classroom atmosphere.

To Launch Quick Response

1. Click **Quick Response**, a response button will appear on student screen and a dialog as below will appear in the main interface of teacher side;



2. Wait for students to respond, **Speak** and **Visual** will be launched once student responds successfully. And teacher can know the seat number and name of student who is responding.



Note
✧ Student name displayed here is consistent with name displayed in class model.

3. Click **Restart** to restart quick response;

Note
✧ Camera will turn on automatically when quick response.

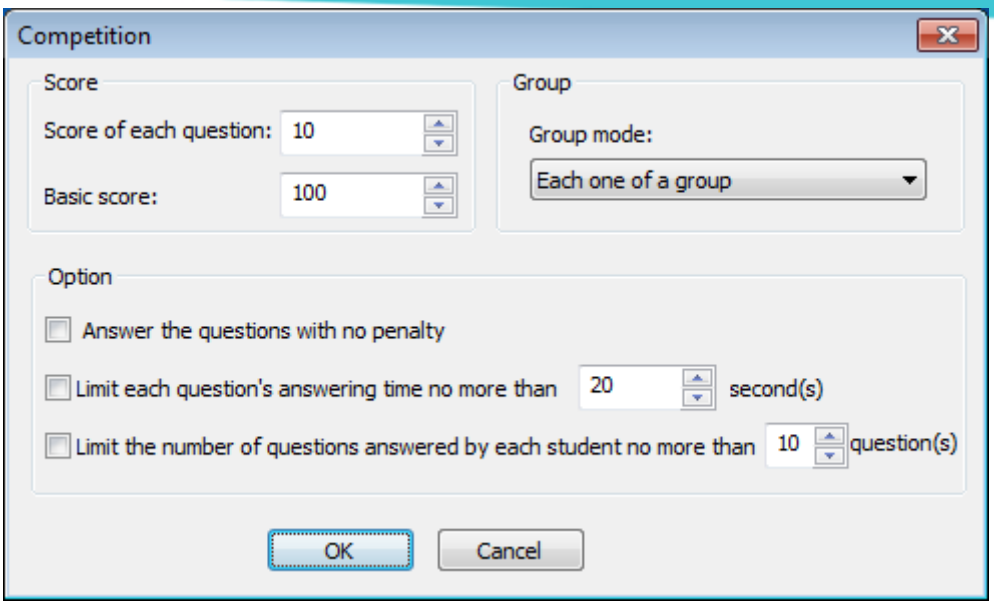
4. Click **Quick Response** again to exit quick response.

4.15 Competition

Competition is the one feature of the software, this function can help teacher active classroom atmosphere. And competition can be launched by groups.

To Launch Competition

1. Click **Competition** to pop out a competition dialog as below:
2. Set score, group mode and option in this dialog;



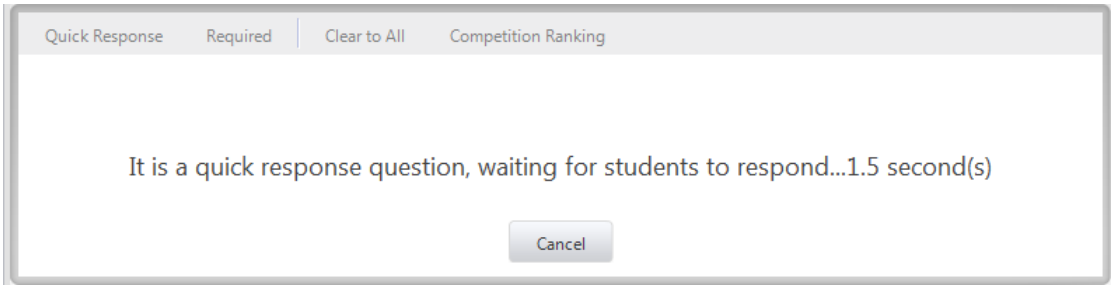
Notes
✧ There are six group mode can be chosen: each one of a group, each row of a group, each column of a group, pairing, all groups and advance.
✧ Teacher can limit answer time of each question and the question amount of each student.

3. Click **OK** to start competition;
4. Choose competition mode between quick response and required;

5. Click **Clear to All** to recover the score to the original value set by teacher. And teacher can also change the score manually during competition;
6. Click Competition Ranking to rank groups according to scores.

4.15.1 Quick Response Competition

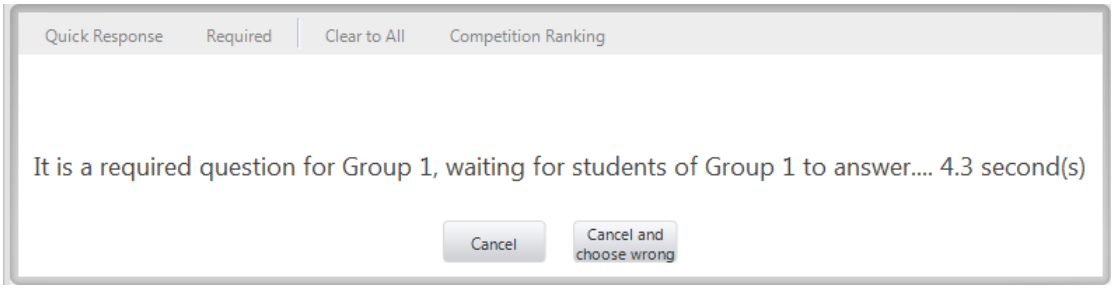
Click **Quick Response** to launch quick response competition to all the groups, and then a response button will appear on student screen.



Once student click the response button, camera will turn on when responding. Teacher clicks **Correct** to plus score for the group, clicks **Wrong** to minus score for the group, and then return back to the competition interface.

4.15.2 Required Competition

Teacher can also choose the group to answer the question, and then at least one student of the group needs to answer the question. And a response button will appear on student screen.


Quick Response
Required
Clear to All
Competition Ranking
It is a required question for Group 1, waiting for students of Group 1 to answer.... 4.3 second(s)
Cancel
Cancel and choose wrong

Once student click the response button, camera will turn on when responding. And teacher can know which one of group is responding. Teacher clicks **Correct** to plus score for the group, clicks **Wrong** to minus score for the group, and then return back to the competition interface.

Note

✧ Launch competition needs at least 2 groups.

4.16 Repeater

Teacher can open media file and courseware to launch repeat training by repeater. Its main function is to help teacher launch oral training and launch AB group play.

Repeater has the buttons as below: Live, Pause or Play, Stop, Mark A, Mark B, Delete

mark A and B, Bookmark, Loop Play and Playback Volume.

To Use Repeater

1. Click to open media file;

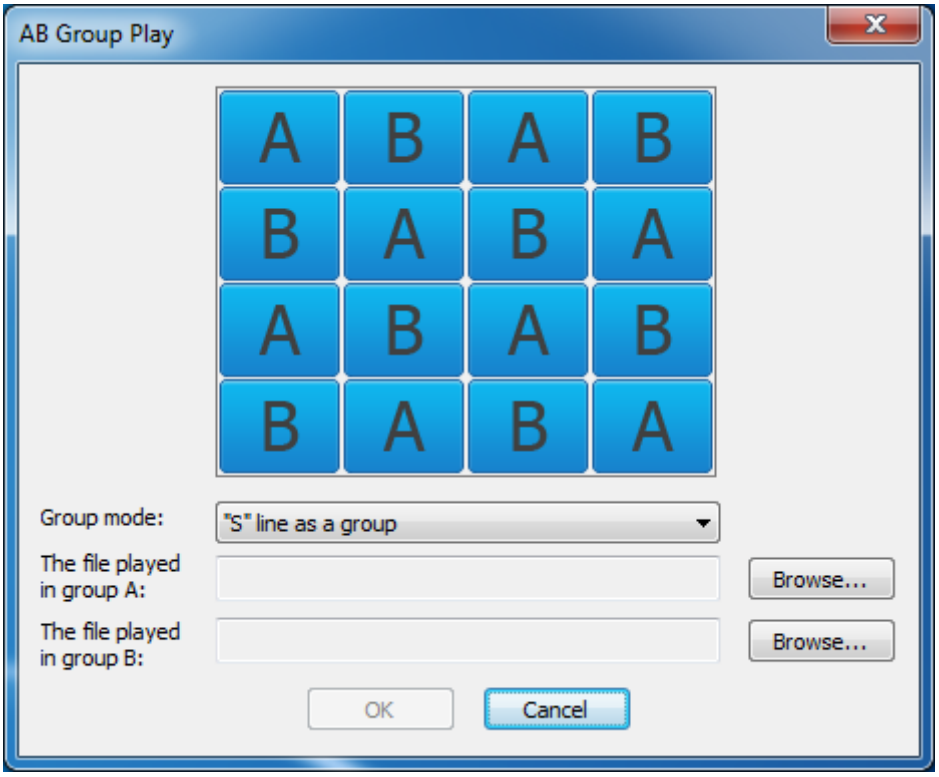
Note
✧ Repeater supports all the common formats of audio, video and repeater courseware.

2. Click **Live** to broadcast the image and voice of repeater to the students;
3. Click **AB Group Play** to play different media file to different group;
4. Click **Mark A** and **Mark B** to play media only from mark A to mark B;
5. Click **Bookmark** to set bookmark during media play, and the media can skip to the bookmark directly.

4.16.1 AB Group Play

To Launch AB Group Play

1. Click **AB Group Play** to pop out a dialog as below:



2. Choose group mode from S line as a group, each row of a group and each column of a group;

3. Click **Browse** to choose the media file played in group A and group B;
4. Repeater will display the file name when playing, and teacher can switch between group A and group B.

4.16.2 A、B Loop Play

To Set AB Loop Play

1. Click to set mark A;
2. Click to set mark B;
3. Loop play the file from mark A to mark B;
4. Click to delete mark A and mark B.

4.17 External Device

There are four default external devices of this software: EZ-CAM, Tape Recorder, Notebook and Camera. Teacher can live broadcast the image and voice of external devices.

Operations Supported

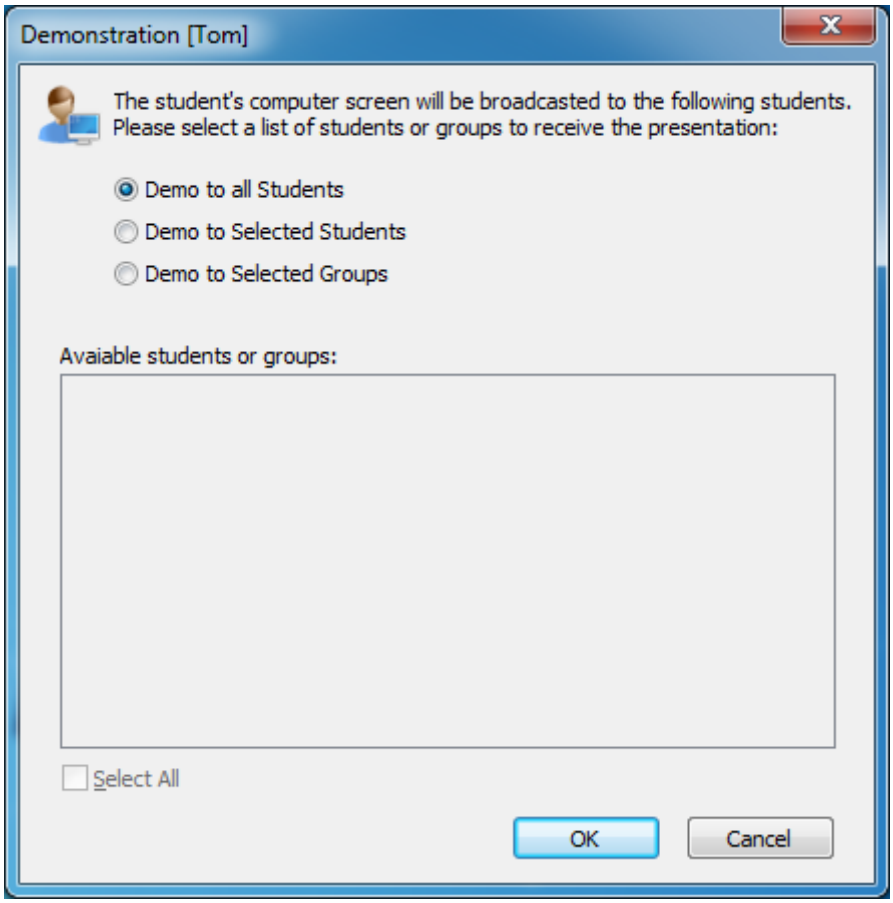
1. Preview the image and voice monitor external devices.
2. Live broadcast audio and video.
3. Adjust playback volume.

4.18 Student Demonstration

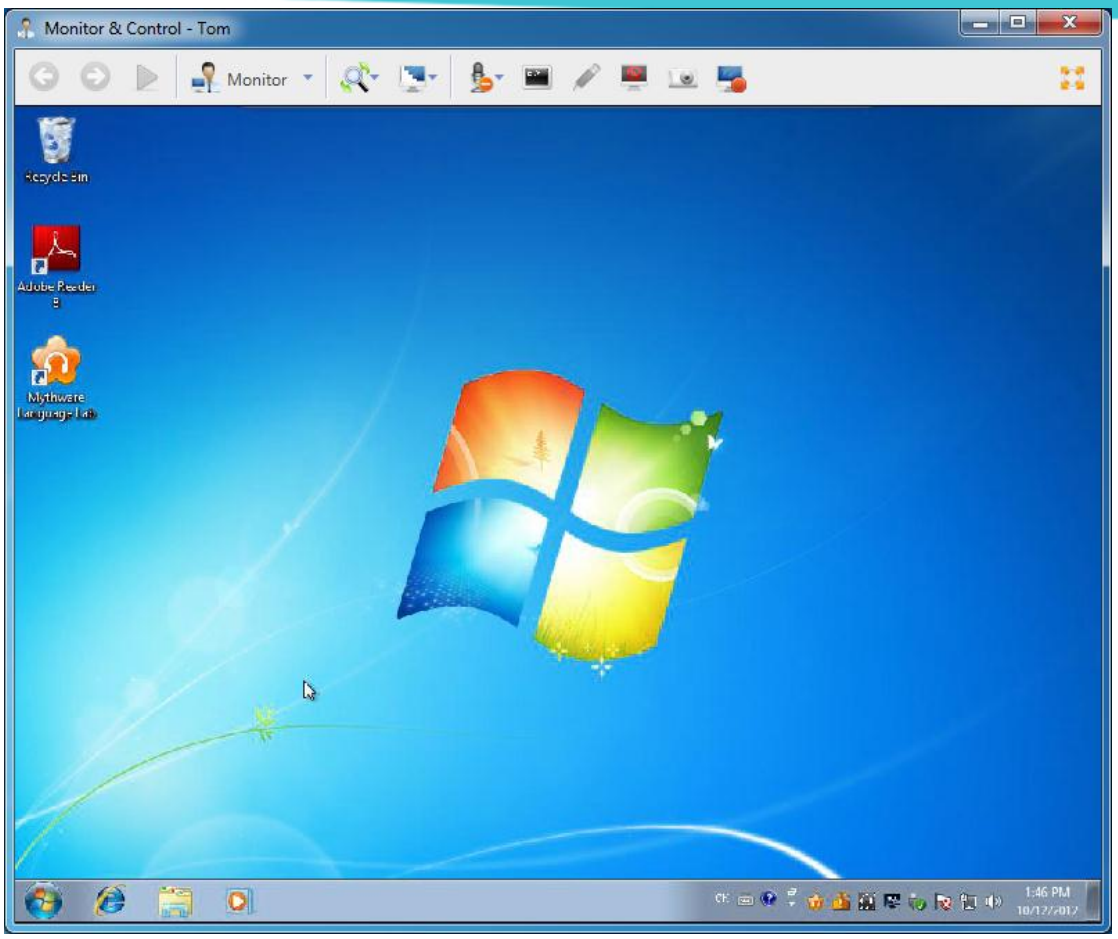
The software allows teacher to select a student to demonstrate the operations of his desktop to the others. Teacher can take control of the student's mouse and keyboard, share control with the student or let the student keep control of the mouse and keyboard. Teacher can also talk with the selected students during the demonstration.

To Launch Student Demonstration

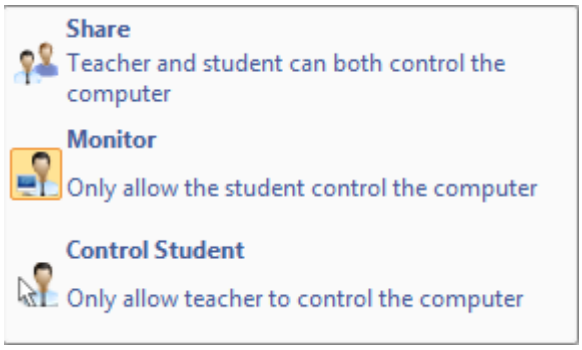
1. Choose the student to demonstrate in class model, click **Student Demonstration** to pop out a dialog as below:


Demonstration [Tom]
The student's computer screen will be broadcasted to the following students.
Please select a list of students or groups to receive the presentation:
Demo to all Students
Demo to Selected Students
Demo to Selected Groups
Avaiable students or groups:
Select All
OK
Cancel

2. Select the students or group to receive the demonstration, click **OK** to begin student demonstration;
3. Teacher can monitor the desktop of demonstrating student;



4. Choose the method teacher monitoring the demonstrating student;


Share
Teacher and student can both control the computer
Monitor
Only allow the student control the computer
Control Student
Only allow teacher to control the computer

Share: Teacher and student can both control the computer;

Monitor: Only allow the student to control the computer;

Control Student: Only allow teacher to control the computer;

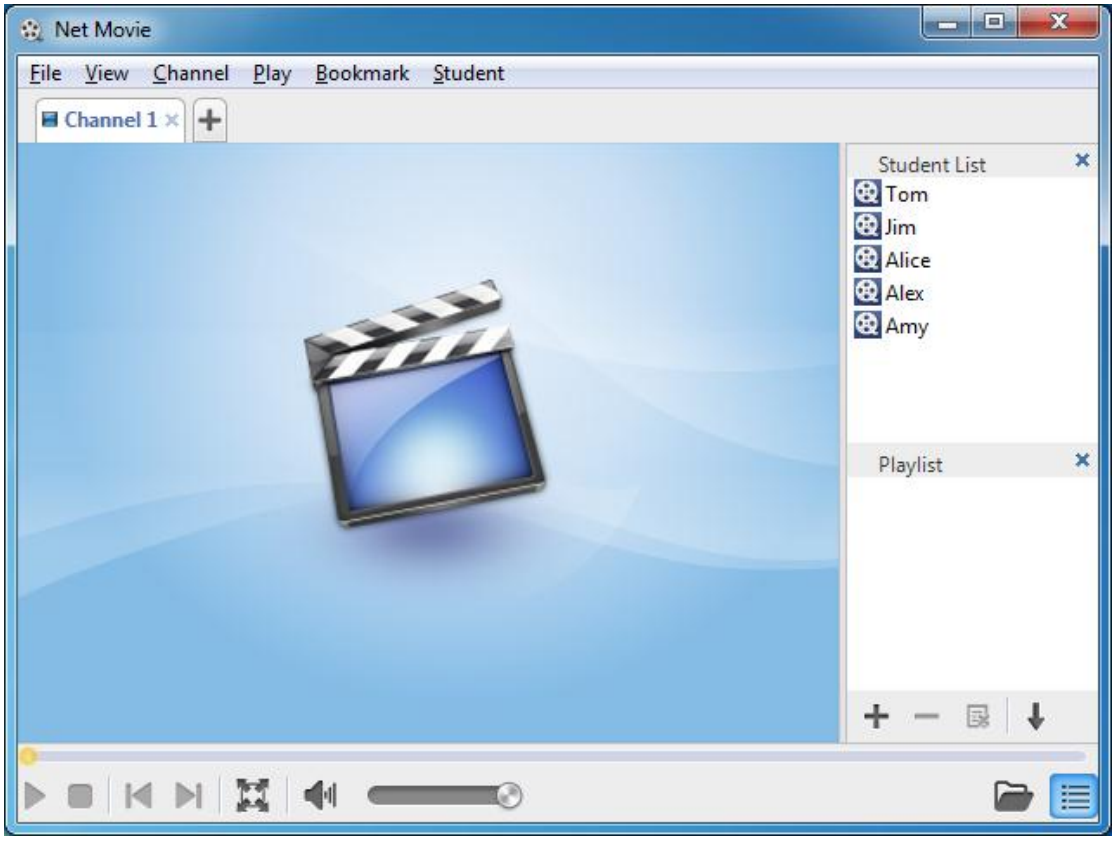
Note
✧ The usage of monitor please refer to Monitor & Control

4.19 Net Movie

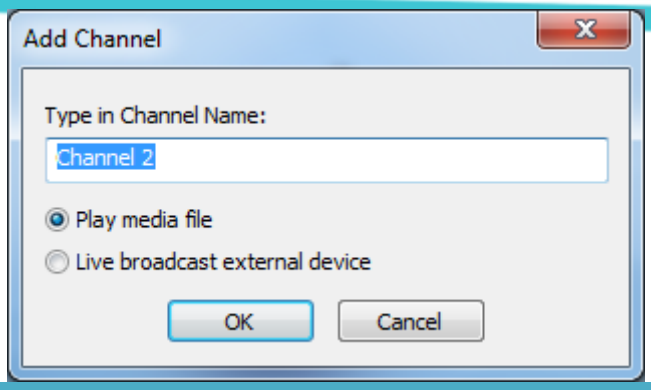
Net Movie is made up of channels and files. Teacher create channel to play different media files, different channel can play different media files, and students can choose the channel by themselves. What's more, net movie can not only play local media file, but also live broadcast external device.

To Launch Net Movie

1. Click **Net Movie** to pop out net movie dialog as below:



2. Click **File-Open Media Files** or Click to open media file;
3. Click **Channel- New Channel** or Click to add channel, different channel can play different media files;
4. Type in channel name and choose to play media file or live broadcast external device when adding channel;
5. Students choose the channel to watch;



Note
✧ Teacher needs to deploy external device before live broadcast external device.

6. Click to add media file, click to delete media file, click to clear playlist, and click to change playback mode;
7. Click to make net movie dialog full screen, and click to resume;
8. Click **View-Student List** or **View-Playlist** or to hide or show the lists;

Notes
✧ The software will create a channel named channel 1 when launching net movie.
✧ Allow eight channels at most in net movie, including two external device channels.
✧ Can’t delete channel when there is only one channel.
✧ Channel name can’t be the same.

4.20 Group Teaching

Teacher divides students into groups to perform cooperative teaching and learning. Teacher can choose a leader for each group to help other students' learning with various functions.

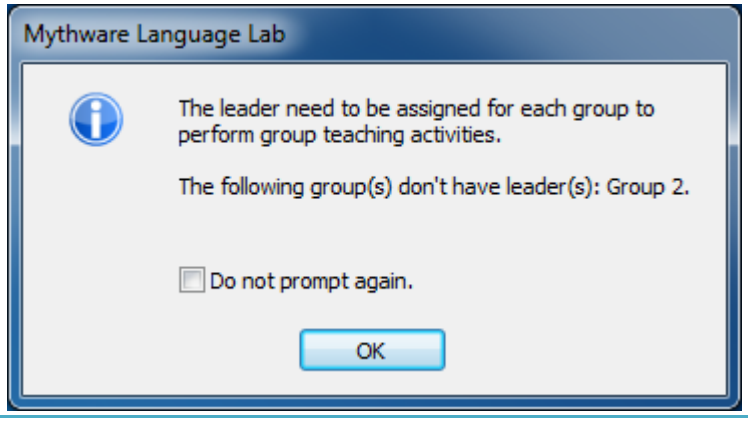
There are two group modes: All Groups and Part of Groups.

4.20.1 All Groups

Teacher needs to divides the students into groups before using group teaching.

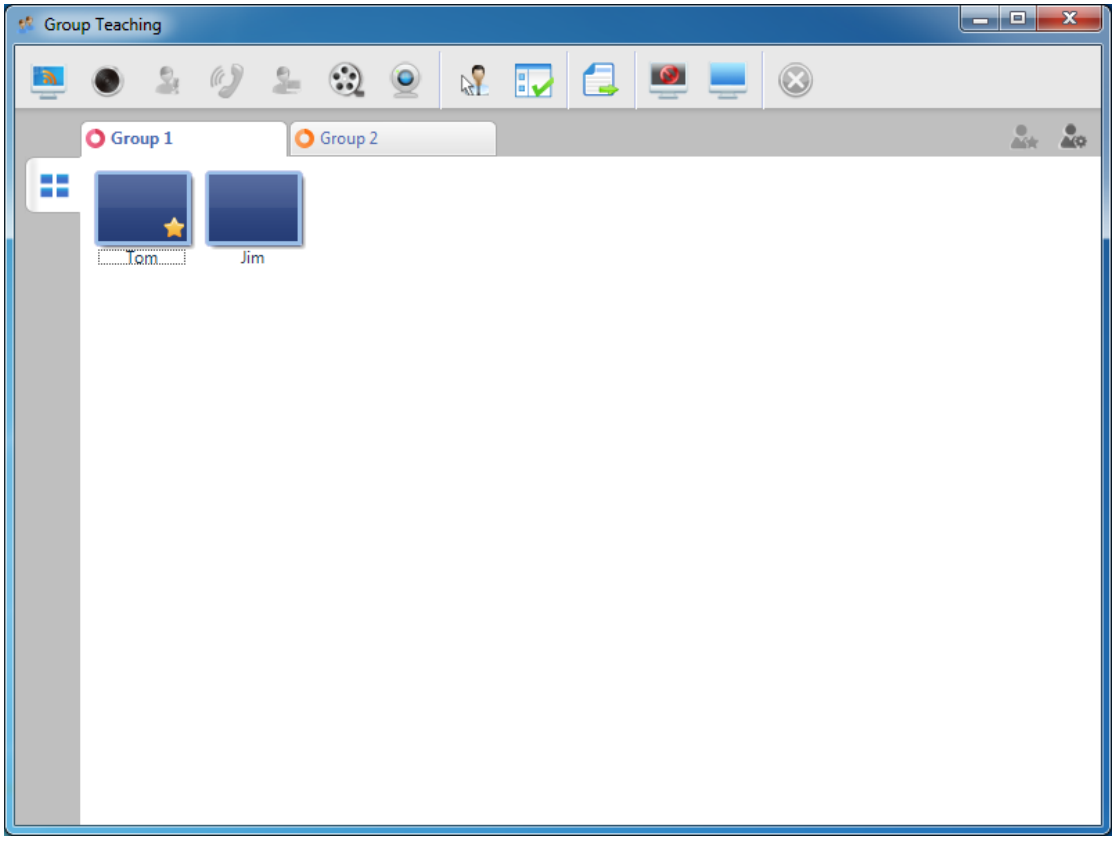
Notes

- ✧ Teacher can only choose one group leader for one group.
- ✧ There will be a prompt pop out if teacher doesn't choose group leader.


Mythware Language Lab
The leader need to be assigned for each group to perform group teaching activities.
The following group(s) don't have leader(s): Group 2.
Do not prompt again.
OK

To Launch All Group Teaching

1. Click **Group Teaching-All Groups** to pop out a dialog as below:



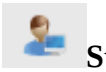
2. Choose student and click to choose him group leader in group view and click to set the functions group leader can use;
3. Click the buttons below to execute other functions when group teaching:

Screen Broadcast: Broadcast teacher's screen to students.

Voice Broadcast: Broadcast the voice of microphone and computer of teacher side to students

Speak: Invite one or more students to speak;

Intercom: Talk with one or more students;

 **Student Demonstration:** Choose one student to demonstrate its screen to other students;

Net Movie: Play media file to selected group;

Camera: Live broadcast to the selected group;

Monitor & Control: Monitor and control the computer of students;

Launch Application: Launch application of teacher side or student side;

File Distribution: Distribute file to the selected group;

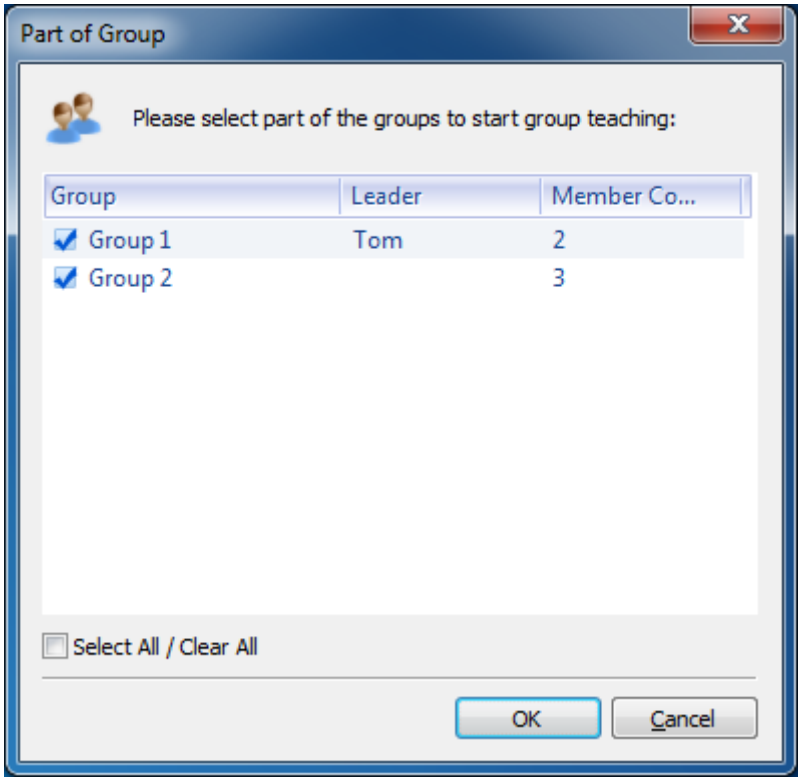
Silence: Blank student screens to gain attention;

Silence Off: Cancel Silence;

Stop: Stop the executing function;

4.20.2 Part of Groups

The main difference between all groups teaching and part of groups teaching is that teacher can select the group he wants to launch group teaching.



4.21 Chat

Teacher can launch chat activity to improve the communication between students and active classroom atmosphere.

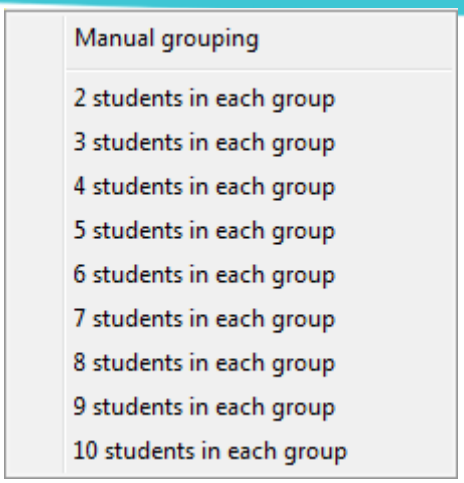
There are three different chat modes: Voice Chat, Group Chat and Topic Chat.

4.21.1 Voice Chat

Teacher can divide students into several groups, and the students in the same group can chat by voice. Teacher can monitor and join the voice chat.

To Launch Voice Chat

1. Click **Chat-Voice Chat** on function bar;
2. Choose to divide the group manually or automatically;


Manual grouping
2 students in each group
3 students in each group
4 students in each group
5 students in each group
6 students in each group
7 students in each group
8 students in each group
9 students in each group
10 students in each group

3. The voice chat dialog will pop out after dividing group;

4. In the voice chat dialog, the upper left corner of the icon shows the number of students in the group, in the middle of the icon shows the group number, and the upper right corner of the icon means to delete the group;
5. Click **Exit** in the voice chat dialog or click the **Chat** button in the main interface to stop voice chat.

Note

✧ It will create four groups if teacher chooses to divide the groups manually.

To Add or Delete Group

1. Click the button to create new group;
2. Click the upper right corner of the icon to delete the group.

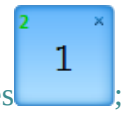
To Add Group Member

1. Choose the group in the voice chat dialog;
2. Click the student icon you want to add to the group in the class model.

To Delete Group Member

1. Choose the group in the voice chat dialog;
2. Click the student in the group in the class model or click the √ in the upper right corner of student icon to delete the student.

Monitor and Join Chat

1. Click the group icon, and teacher can monitor and join the voice chat of the group when the icon becomes 

;
2. Click the icon again to exit the chat of the group.

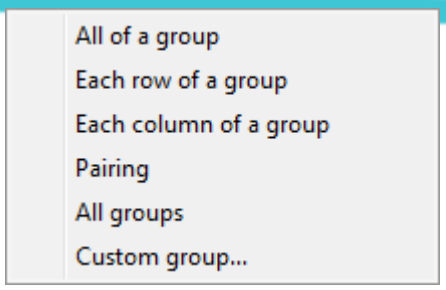
Note
✧ The upper left corner color of group icon changes to red when the number of students less than two of the group.

4.21.2 Group Chat

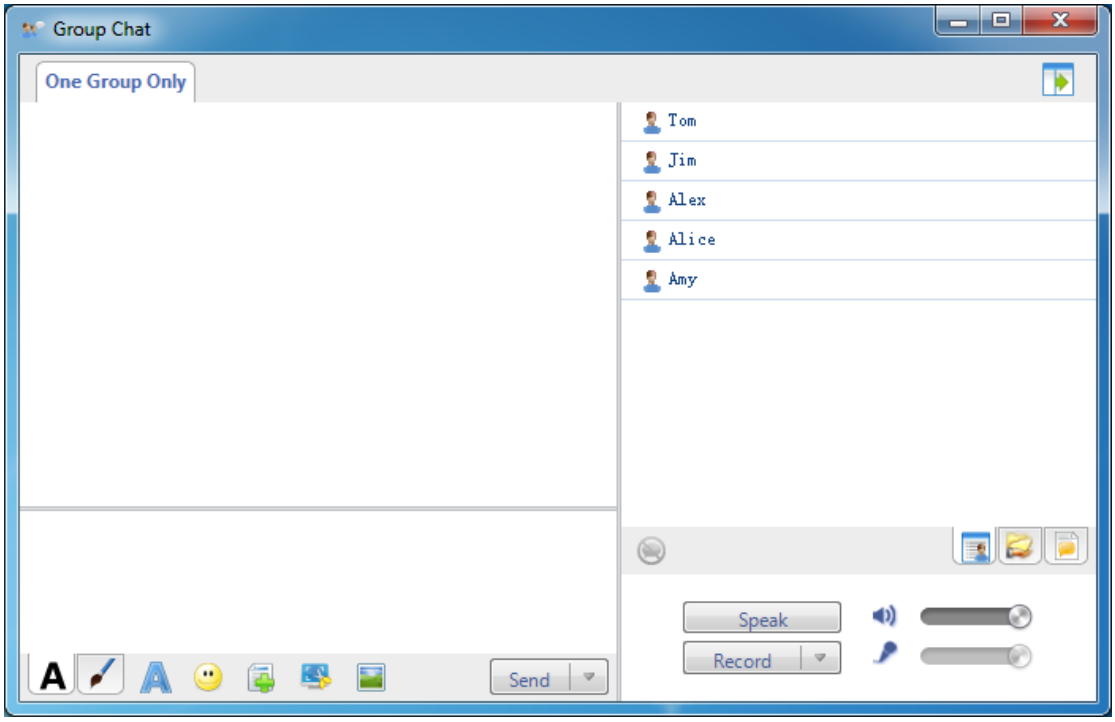
Teacher divides students into several groups, and students in the same group can chat with each other by messages, emoticons, pictures, hand-writing and voice. Teacher can also join the group to chat with students and record the chat content.

To Launch Group Chat

1. Click **Chat-Group Chat** on function bar;



2. Choose the group mode to pop out group chat dialog as below:
3. Click **Send** to chat with the students in the same group;
4. Click **Speak** to chat with others with voice;
5. Click **Record** to record the chat content;



There are lots of communications methods as below:

Edit Messages:

Change message font: Set font, font style, size, color, effects, script of messages in the dialog;

Insert Emoticon: Send emoticon to make chat easy and funny;

Share Files: Teacher share local file to students in the same group;

Screenshot: Cut out useful image to send to students;

Send Image: Send images to the students;

Note
✧ The number of shared file can't be more than 4, and the size of shared file can't be larger than 4M.

Draw and Send Picture:

Pen: Draw the picture manually;

Eraser: Erase the picture;

Undo: Undo previous step;

Rework: Rework previous step;

Color: Choose the color;

Select Background: Select background from empty, small grid, medium grid and large grid;

There are also three different views in chat dialog as below:

Chat Members View

Teacher and students can check other members in the same group.

Shared Files View

Teacher and students can check the shared files, and double click the open the shared file.

Chat History View

Teacher and students can check chat history in this view.

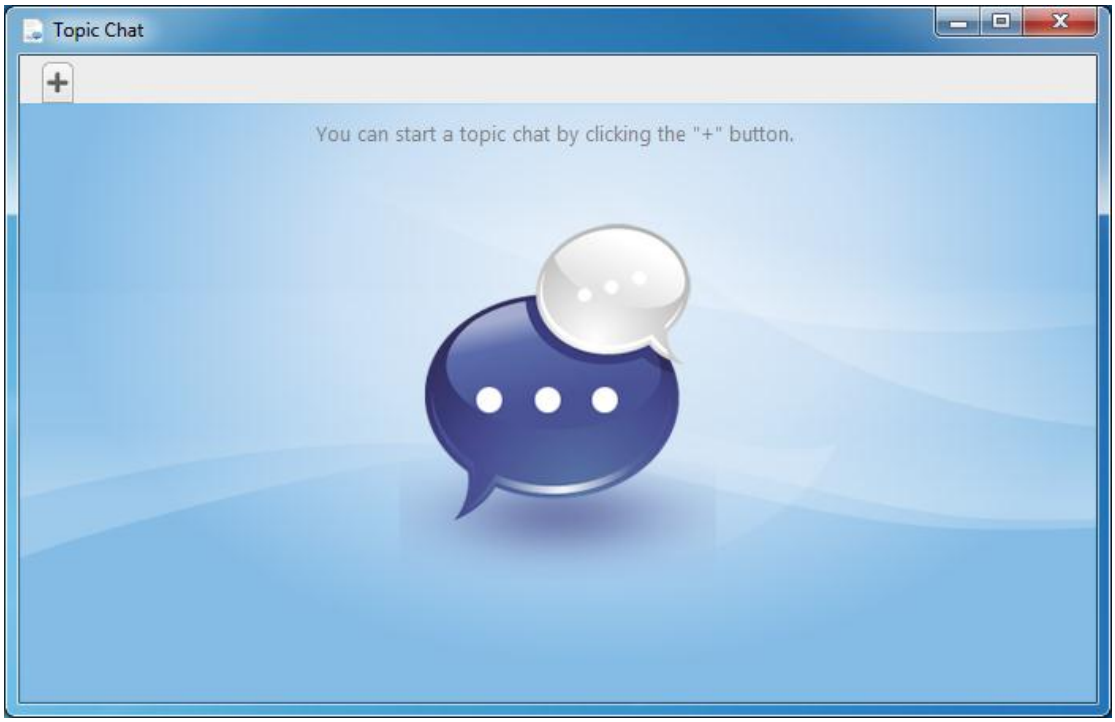
4.21.3 Topic Chat

Topic chat is totally different from group chat. Teacher creates several topics, and

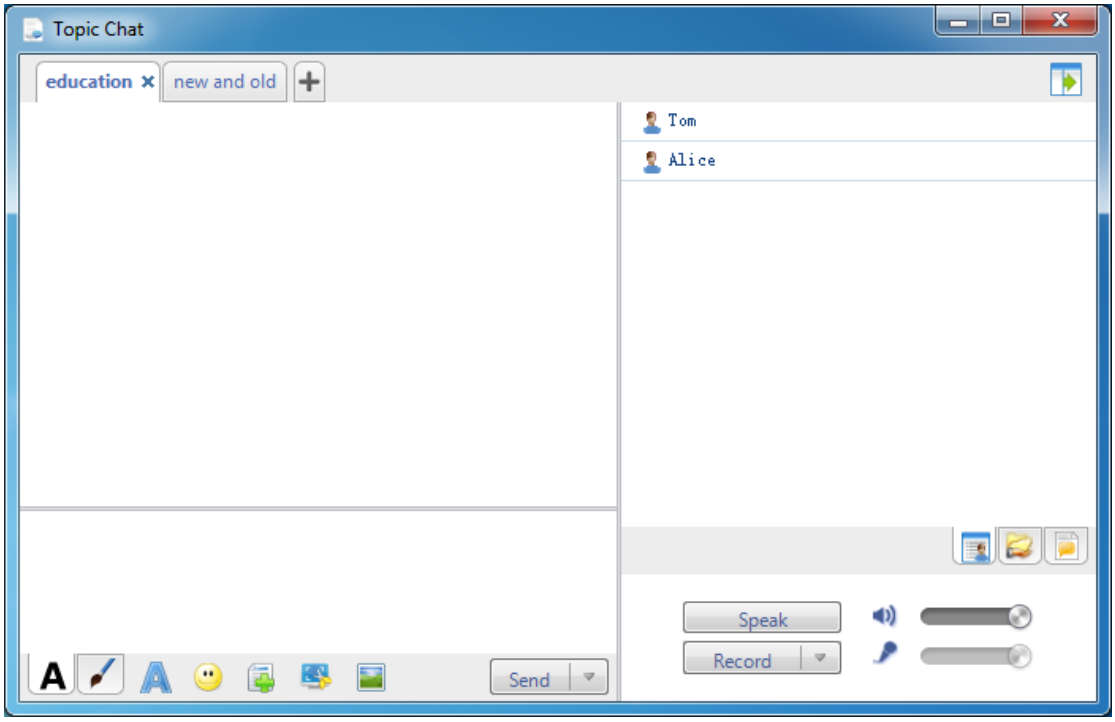
students choose the topic they are interested in to chat with others in the same group. Students in the same topic can chat with each other with messages, emoticons, pictures, hand-writing and voice. Teacher can also join the topic to chat with students and record the chat content.

To Launch Topic Chat

1. Click **Chat-Topic Chat** on function bar;



2. Click to add new topic, and enter the topic name in the dialog;
3. Student screen display topic list, and choose the topic to begin topic chat.

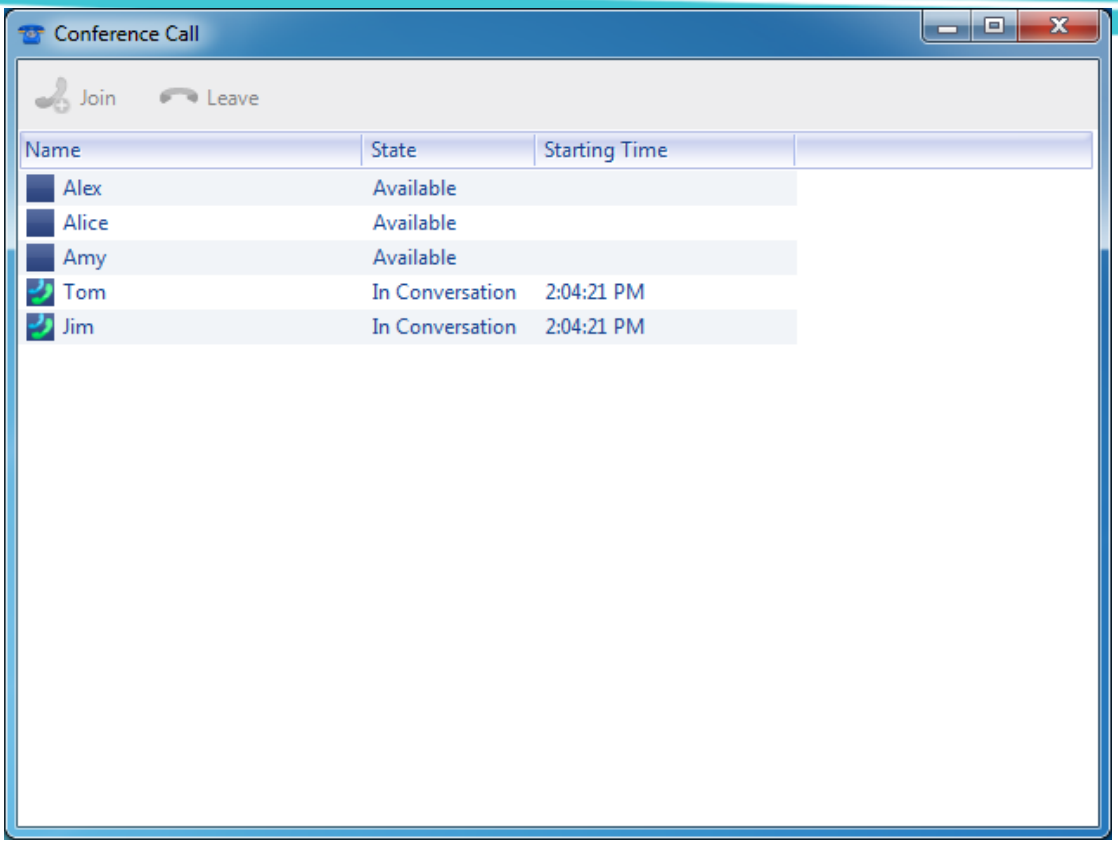


4.22 Conference Call

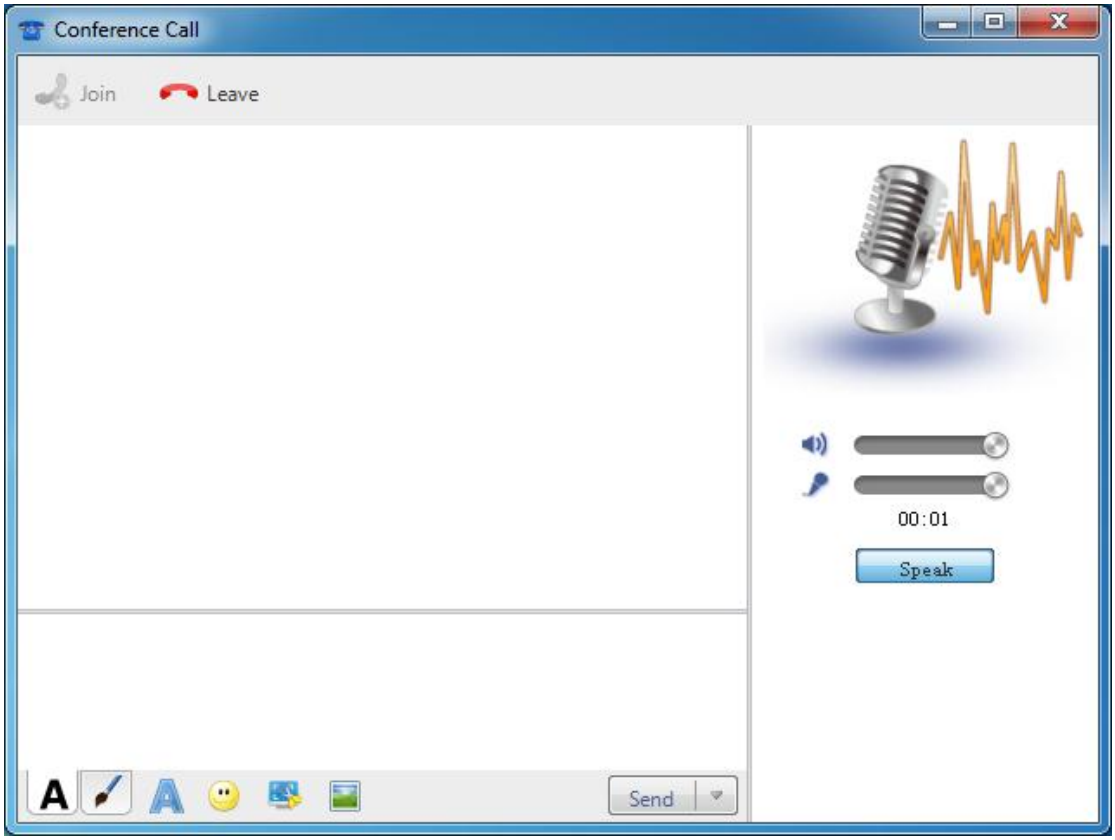
Conference call is an activity launched by students to communicate with another student in class model. Teacher can join or leave the conference call.

To Use Conference Call

1. Click **Conference Call** to check the students who are making a conference call;



2. Choose the student and click **Join** to join the conference call;
3. Click **Leave** to leave the conference call;



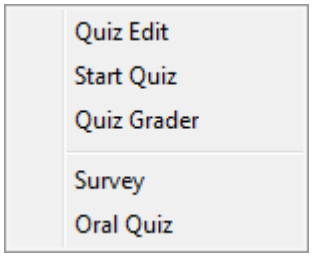
Notes
✧ Students can speak to each other when launching conference call.
✧ Teacher needs to click Leave before exit conference call.

4.23 Quiz

Quiz is an effective activity to check students' learning results. This software offer powerful quiz function to help teacher conduct all kinds of quiz activities.

To Launch Quiz

1. Click **Quiz** on function bar;
2. Choose quiz type;

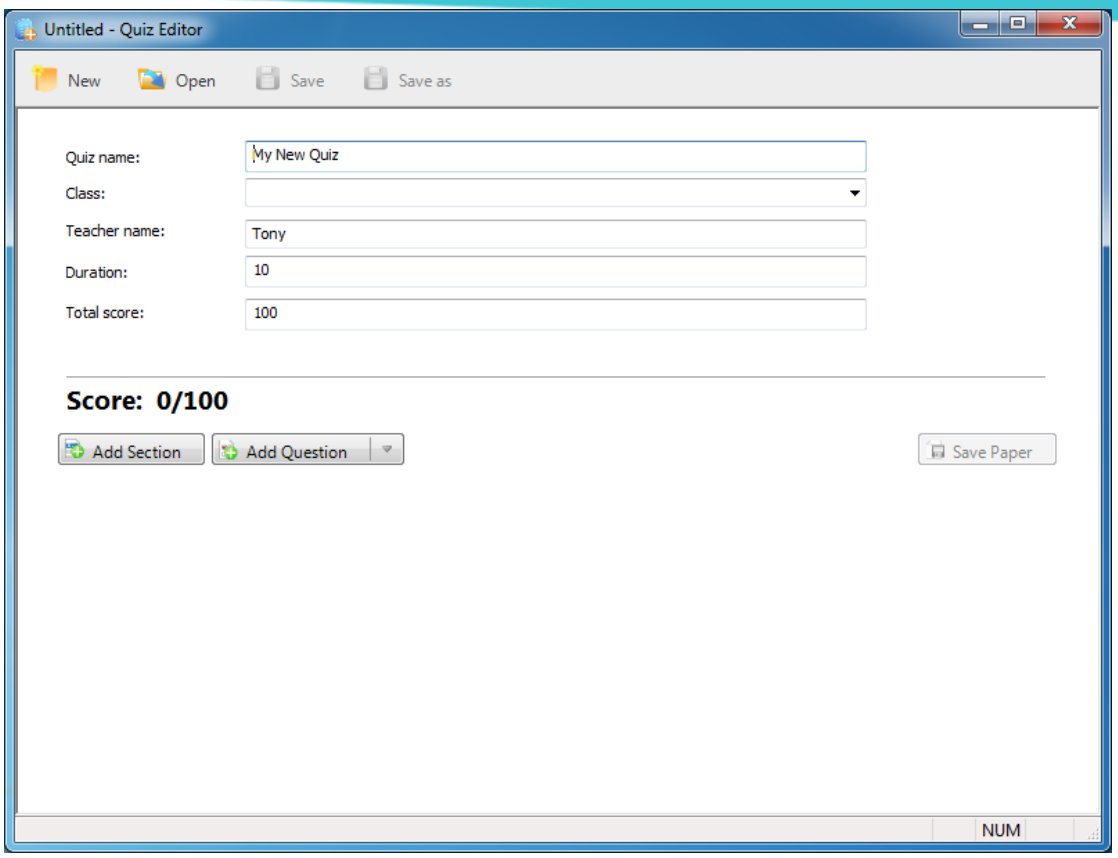


4.23.1 Standard Quiz

4.23.1.1 Quiz Edit

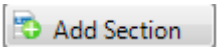
To Edit Quiz Paper

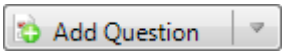
1. Click **Quiz-Quiz Edit** to open quiz editor as below:



Note

✧ Teacher can also click **Assistant Tools-Tool Box-Quiz Editor** to open quiz editor.

2. Click **New** to create a new quiz paper, and click **Open** to open a quiz paper.
3. Set quiz name, class, teacher name, duration time and total score;
4. Click 

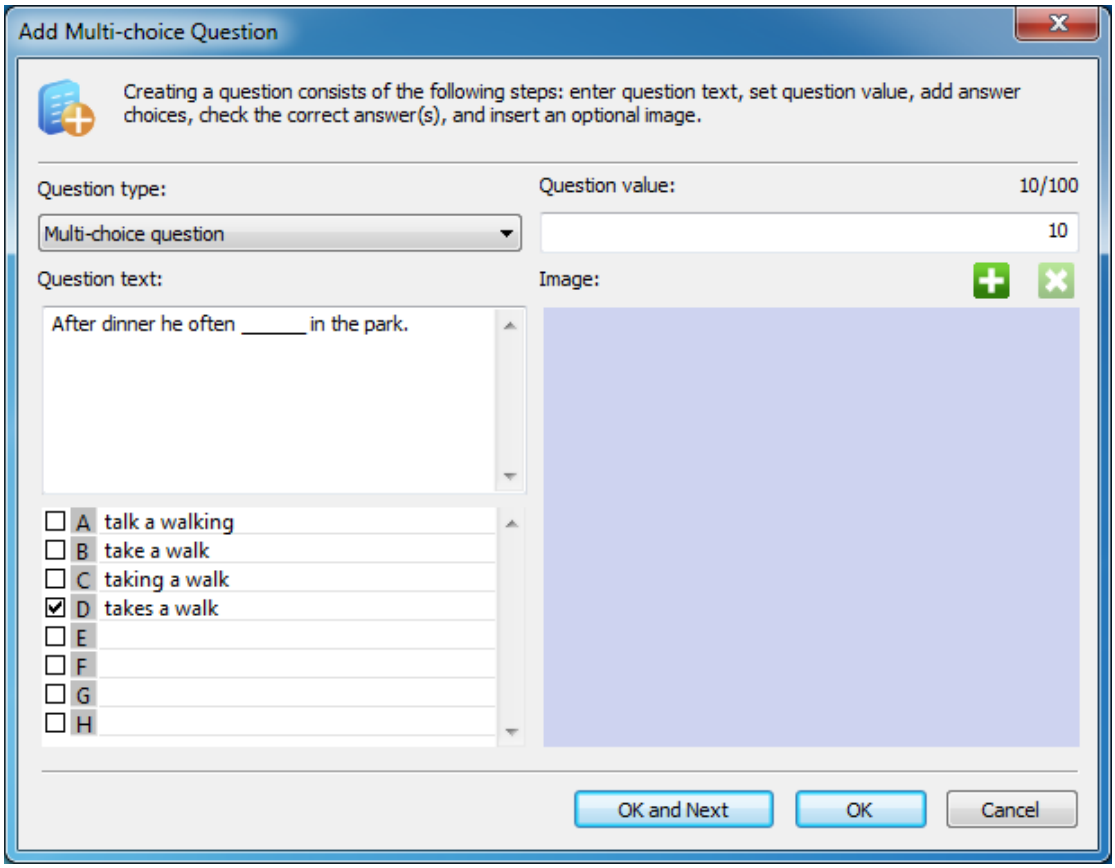
to add question section;
5. Click 

to add question;
6. Click **Save** or **Save As** to save the quiz paper.

There are seven different question types as below can be chosen.

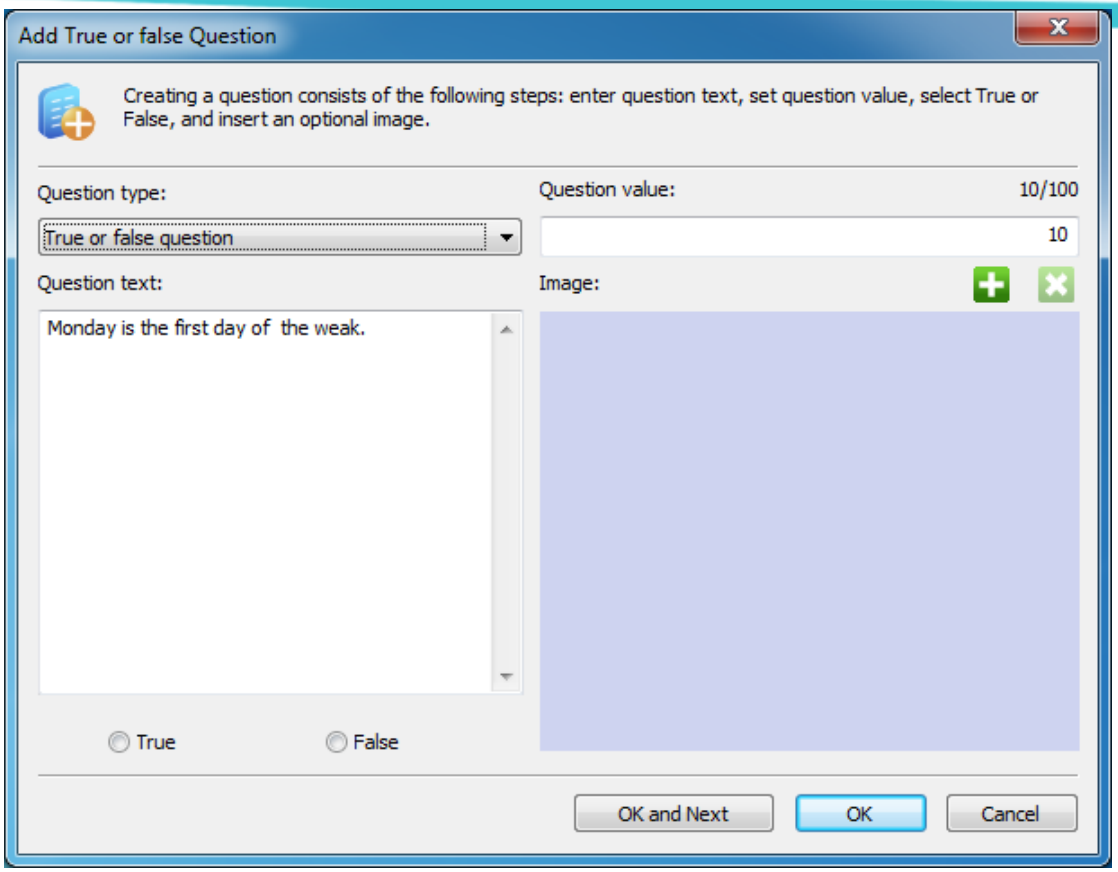
Multi-Choice Question

Teacher can enter question text, set question value, add answer choices, check correct answer and insert an optional image. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.



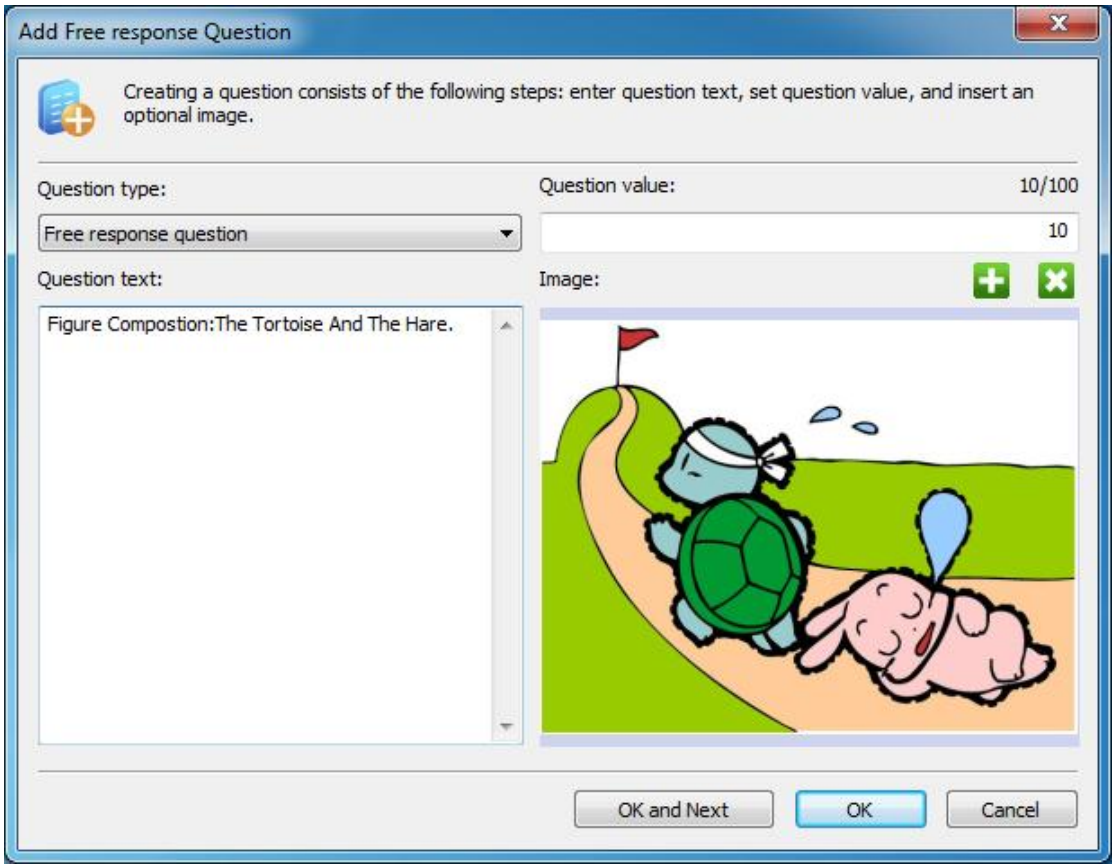
True or False Question

Teacher can enter question text, set question value, select true or false and insert an optional image. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.



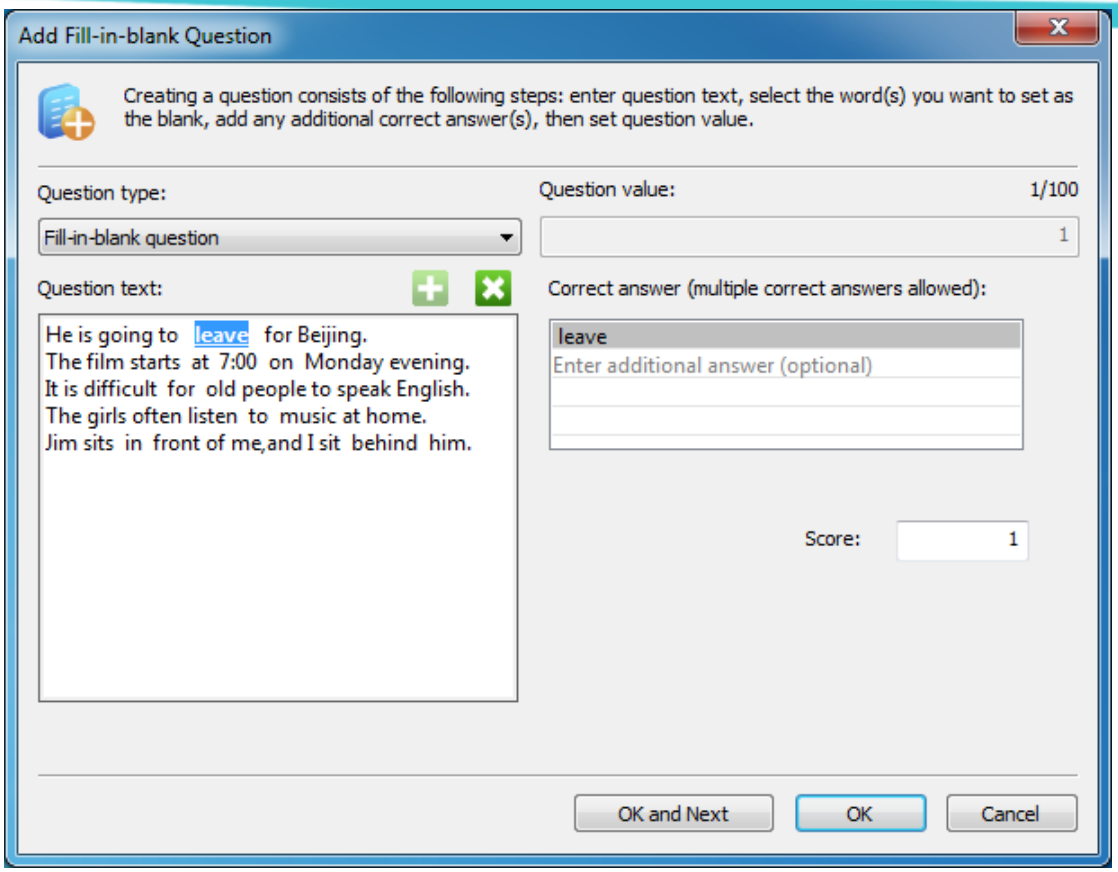
Free-Response Question

Free-response question is like essay question. Teacher can enter question text, set question value and insert an optional image. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.



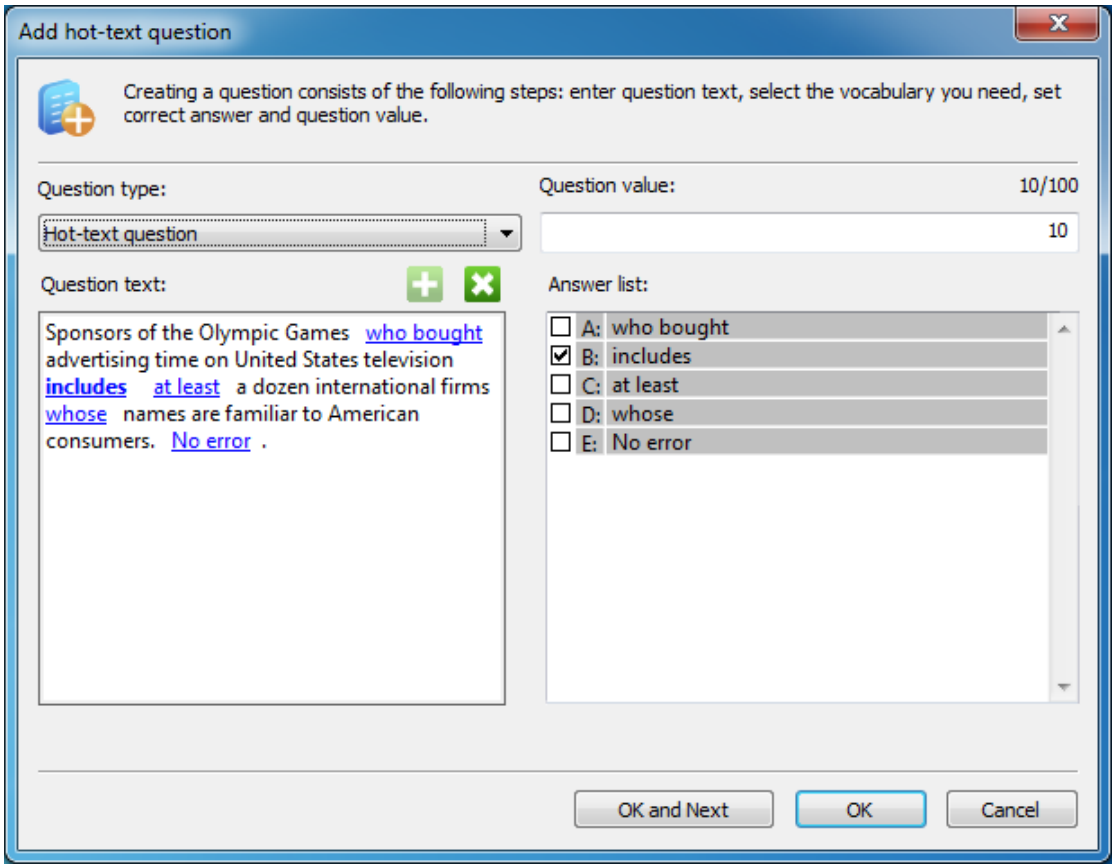
Fill-in-Blank Question

Teacher can enter question text, select the words you want to set blank, add additional correct answer and set question value. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.


Add Fill-in-blank Question
Creating a question consists of the following steps: enter question text, select the word(s) you want to set as the blank, add any additional correct answer(s), then set question value.
Question type:
Fill-in-blank question
Question value:
1/100
1
Question text:
He is going to leave for Beijing.
The film starts at 7:00 on Monday evening.
It is difficult for old people to speak English.
The girls often listen to music at home.
Jim sits in front of me,and I sit behind him.
Correct answer (multiple correct answers allowed):
leave
Enter additional answer (optional)
Score:
1
OK and Next
OK
Cancel

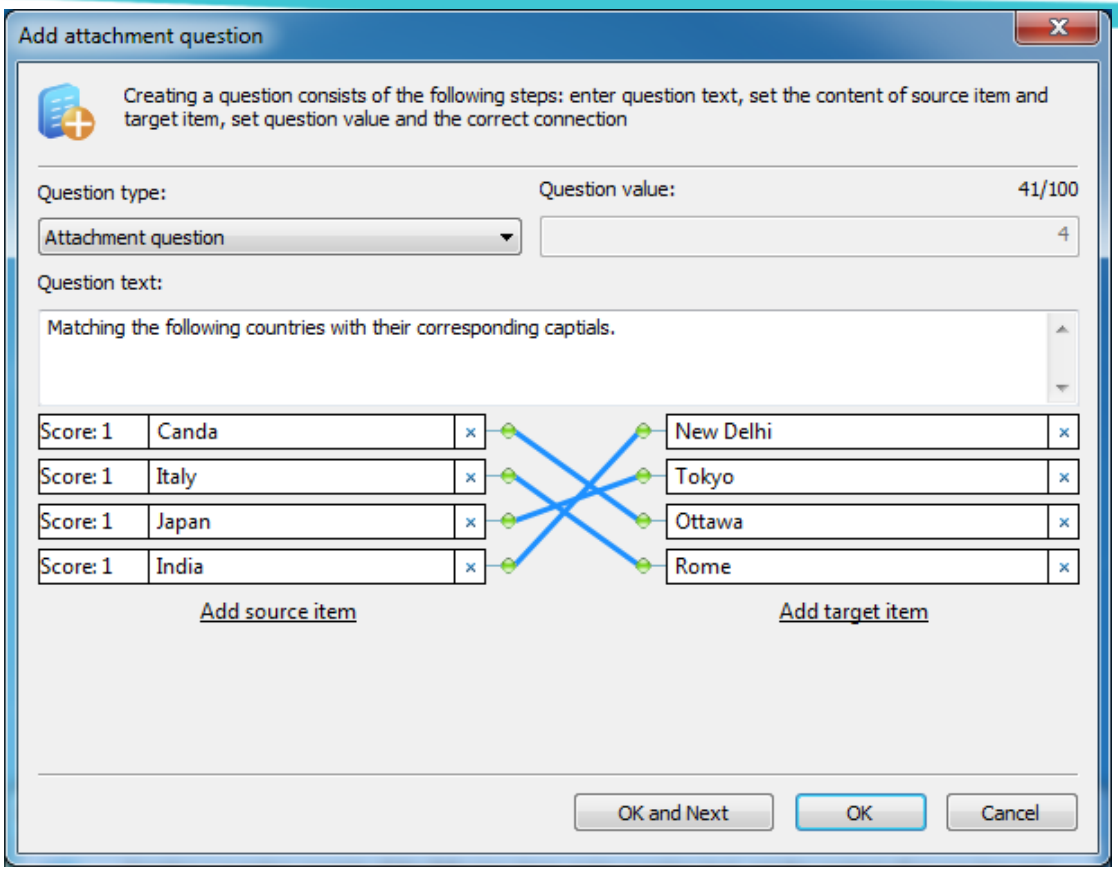
Hot-Text Question

Teacher can enter question text, select the vocabulary you need, set correct answer and set question value. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.


Add hot-text question
Creating a question consists of the following steps: enter question text, select the vocabulary you need, set correct answer and question value.
Question type:
Hot-text question
Question value:
10/100
10
Question text:
Sponsors of the Olympic Games who bought advertising time on United States television includes at least a dozen international firms whose names are familiar to American consumers. No error .
Answer list:
A: who bought
B: includes
C: at least
D: whose
E: No error
OK and Next
OK
Cancel

Attachment Question

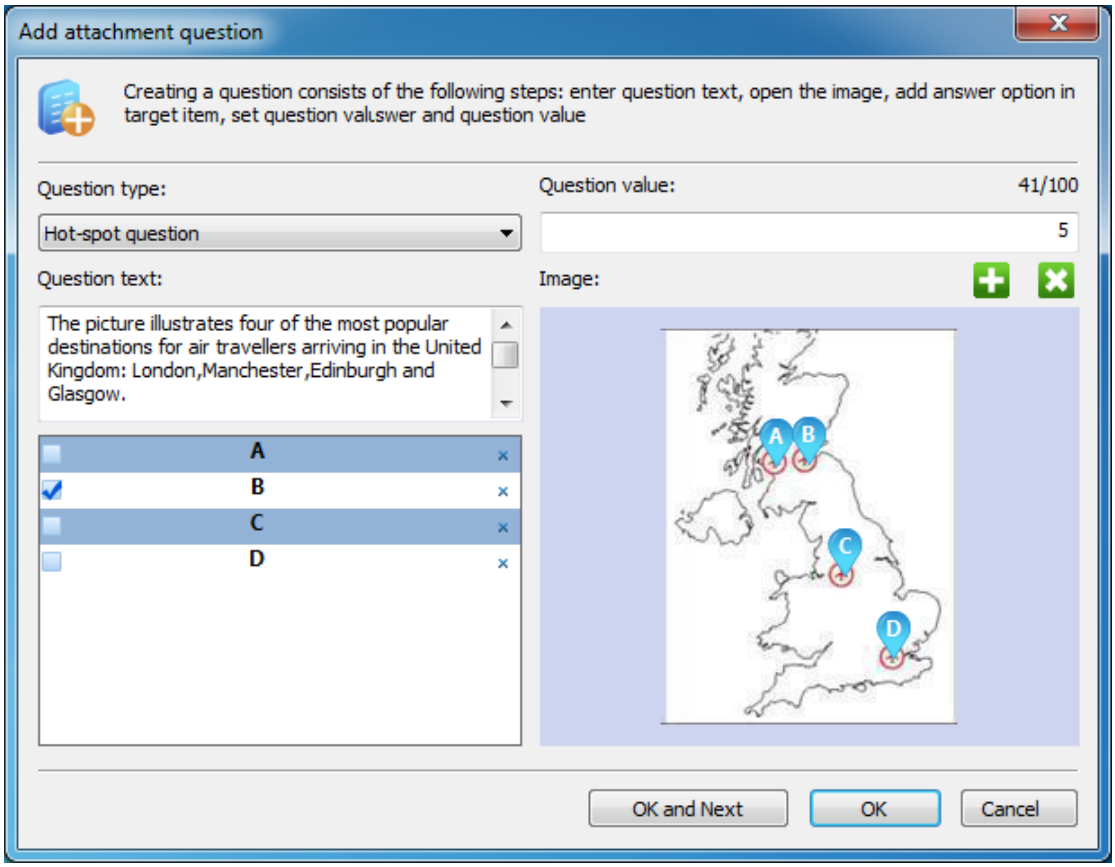
Teacher can enter question text, set the content of source item and target item, set question value and set correct connection. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.



Notes
✧ Teacher can add eight source item and target item at most.
✧ Support one to one and one to more connection.

Hot-Spot Question

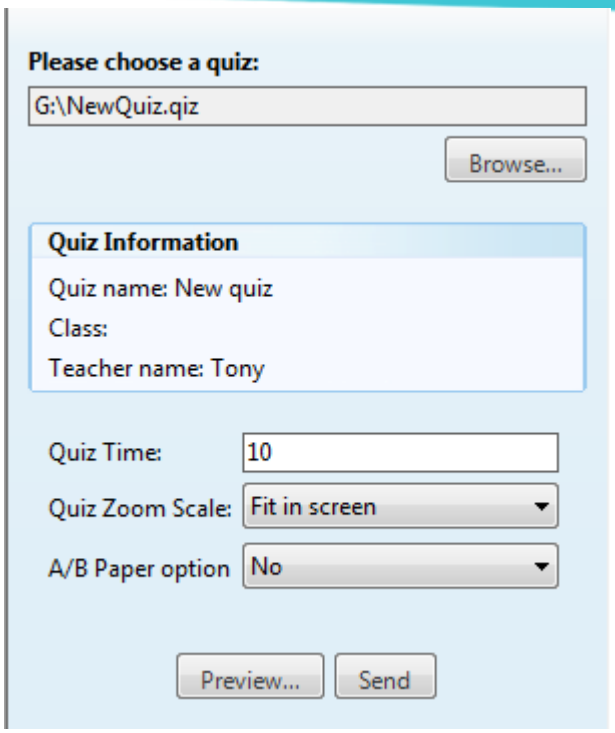
Teacher can enter question text, open the image, add answer option in the image, set the correct answer and set question value. Click **OK** to finish the edit and click **OK and Next** to add a new question of the same type.


Add attachment question
Creating a question consists of the following steps: enter question text, open the image, add answer option in target item, set question valswer and question value
Question type:
Hot-spot question
Question value:
41/100
5
Question text:
The picture illustrates four of the most popular destinations for air travellers arriving in the United Kingdom: London,Manchester,Edinburgh and Glasgow.
Image:
A
B
C
D
OK and Next
OK
Cancel

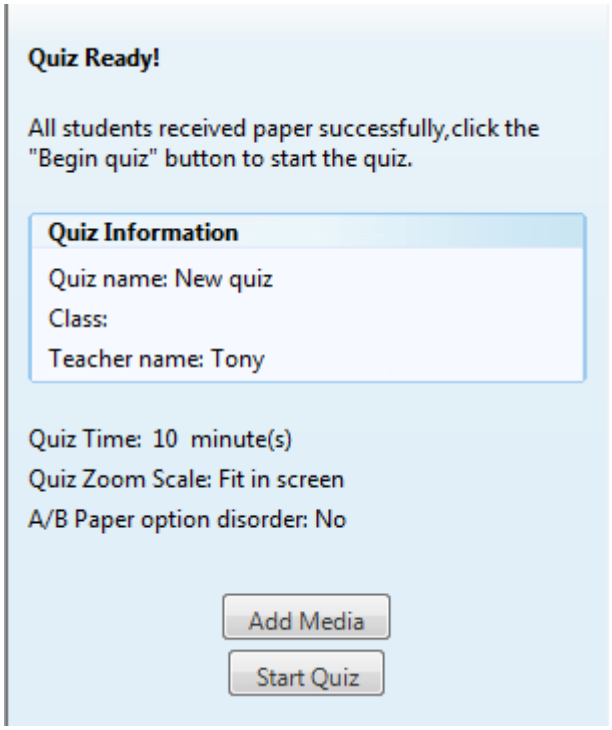
4.23.1.2 Start Quiz

To Start Quiz

1. Click **Quiz-Start Quiz** to pop out start quiz dialog;
2. Click **Browse** to open quiz paper;
3. Check quiz information, set quiz time, select quiz zoom scale and A/B paper option;



4. Click **Preview** to preview the quiz paper or click **Send** to send quiz paper to the students.

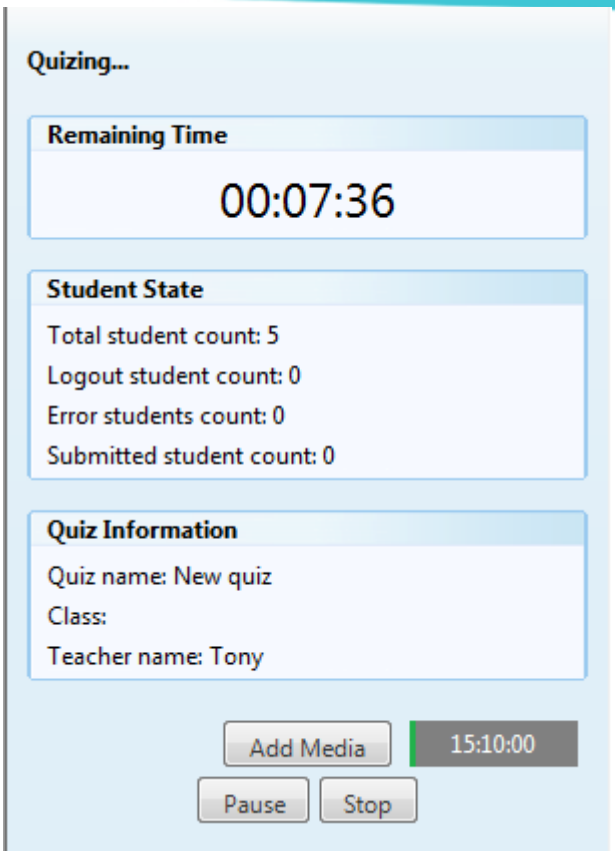

Quiz Ready!
All students received paper successfully,click the "Begin quiz" button to start the quiz.
Quiz Information
Quiz name: New quiz
Class:
Teacher name: Tony
Quiz Time: 10 minute(s)
Quiz Zoom Scale: Fit in screen
A/B Paper option disorder: No
Add Media
Start Quiz

5. Click **Add Media** to open media player;

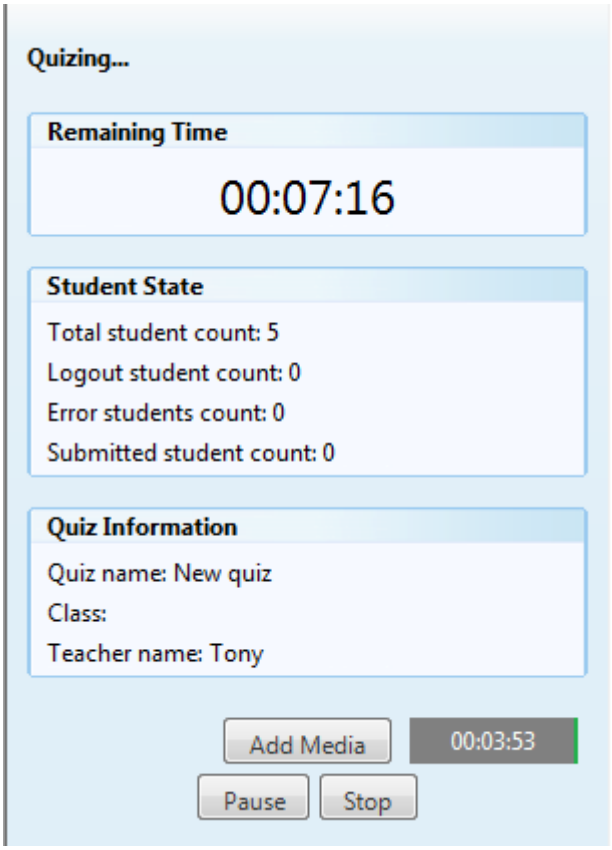
6. Click **Start Quiz** to start a quiz;

Teacher can use media player during quiz. Teacher needs to click to open media file in the media player, and then set timing-play between play on time and countdown.

Play on time: Teacher set the time to play media, and media file will be played automatically by the moment.



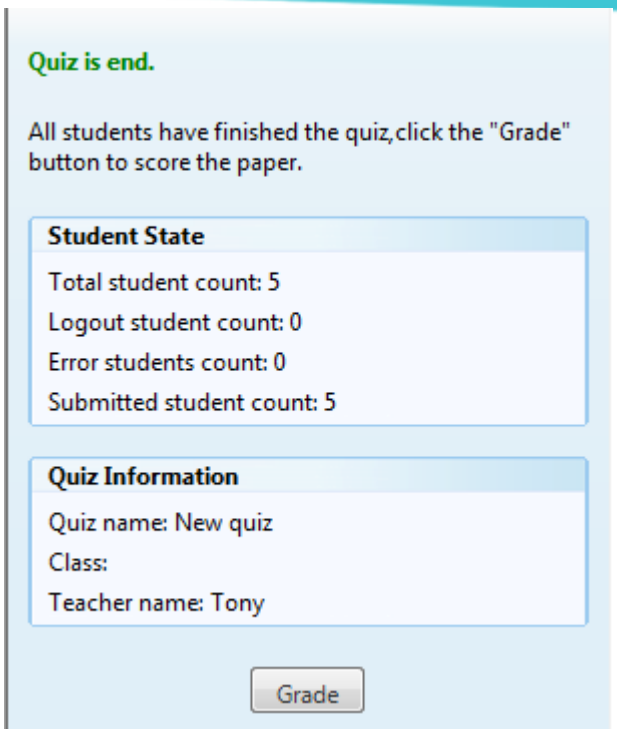
Countdown: Teacher set spacing interval to play media, and media file will be played automatically when countdown ends.



7. Click **Pause** to pause the quiz and Click **Stop** to stop the quiz;
8. Click **Suspend Quiz** to suspend the quiz;

Note
✧ Suspend quiz can be continued from where it suspend next time.

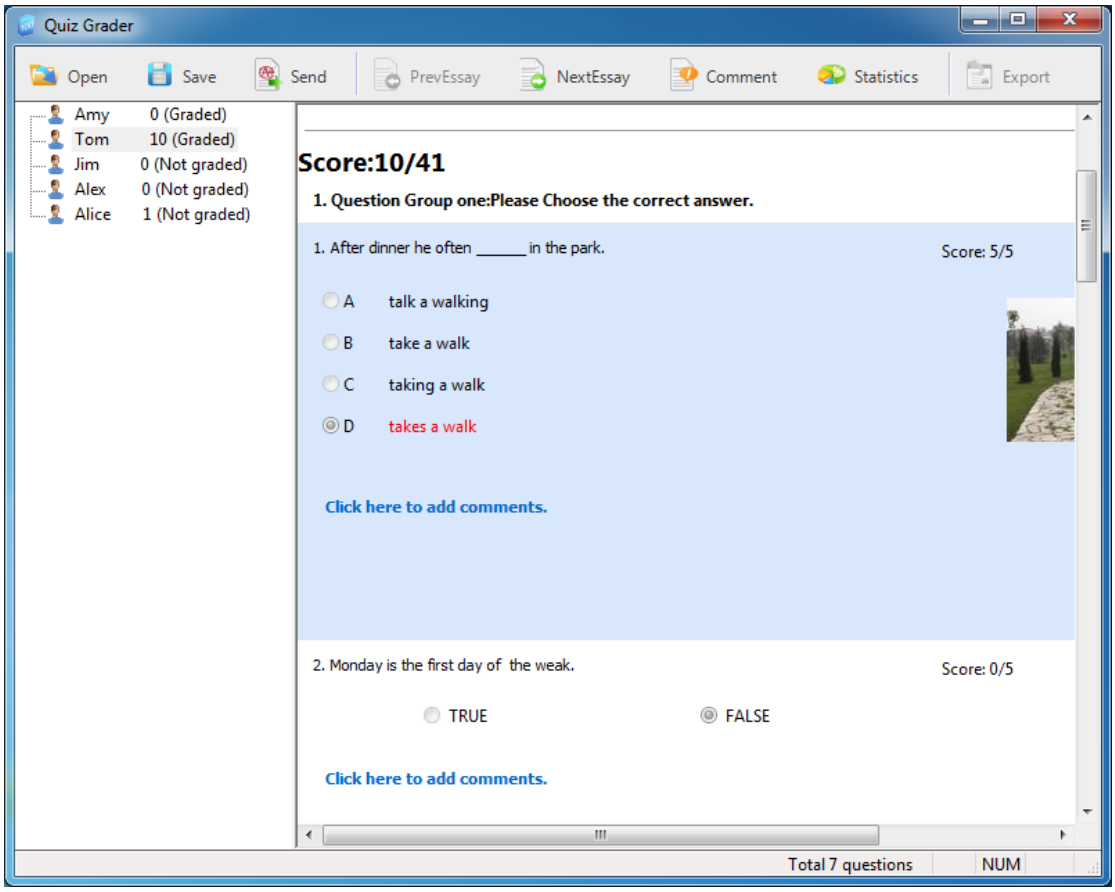
9. Click **Grade** after quiz to grade the quiz paper.



4.23.1.3 Quiz Grader

To Start Quiz Grader

1. Click **Quiz-Quiz Grader** or click **Grade** after quiz to grade the quiz paper;
2. Click **Open** to select the quiz paper teacher wants to grade;
3. Auto grade to the objective question and manual grade to the subjective question;



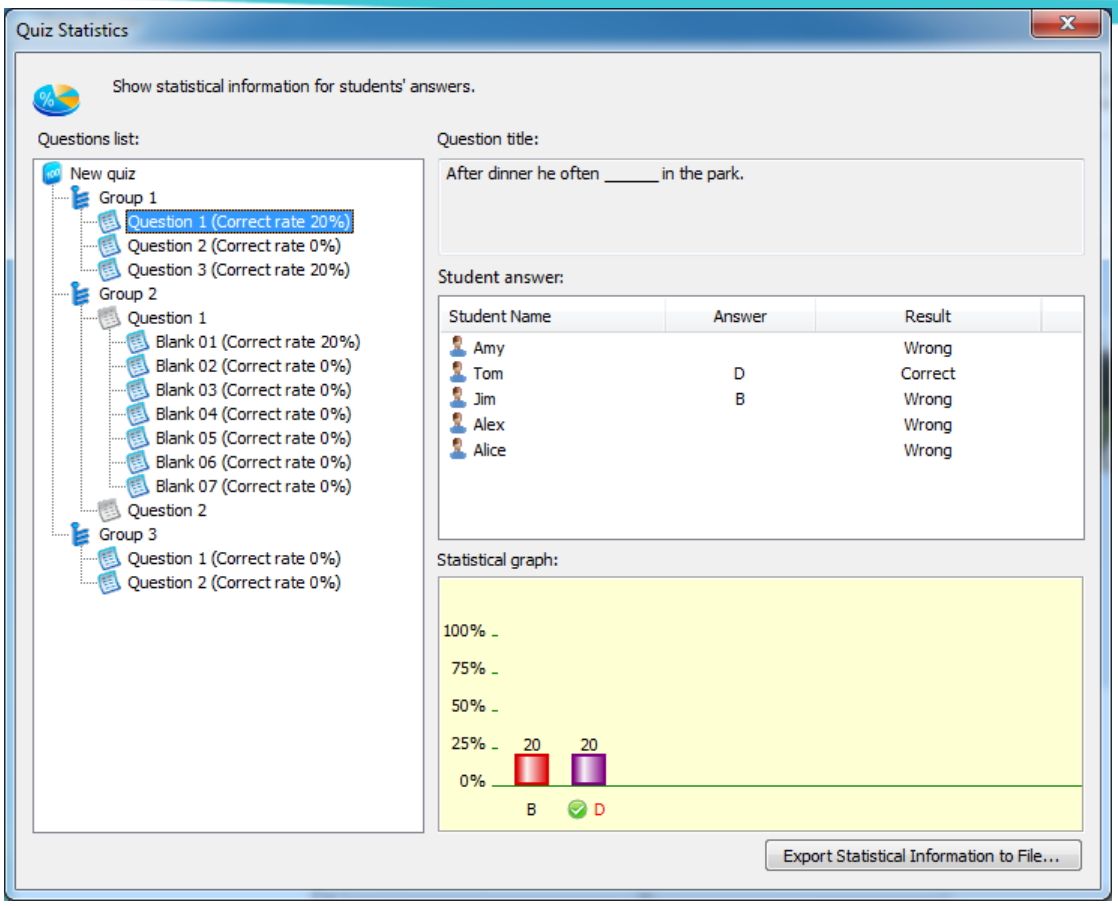
4、 Add comments to each question and then send results to the students in the form of HTML.

Check NextEssay;

Check PrevEssay;

Comment;

Statistics: Check the information of question list, student score and statistical graph. And teacher can export the quiz statistic information.

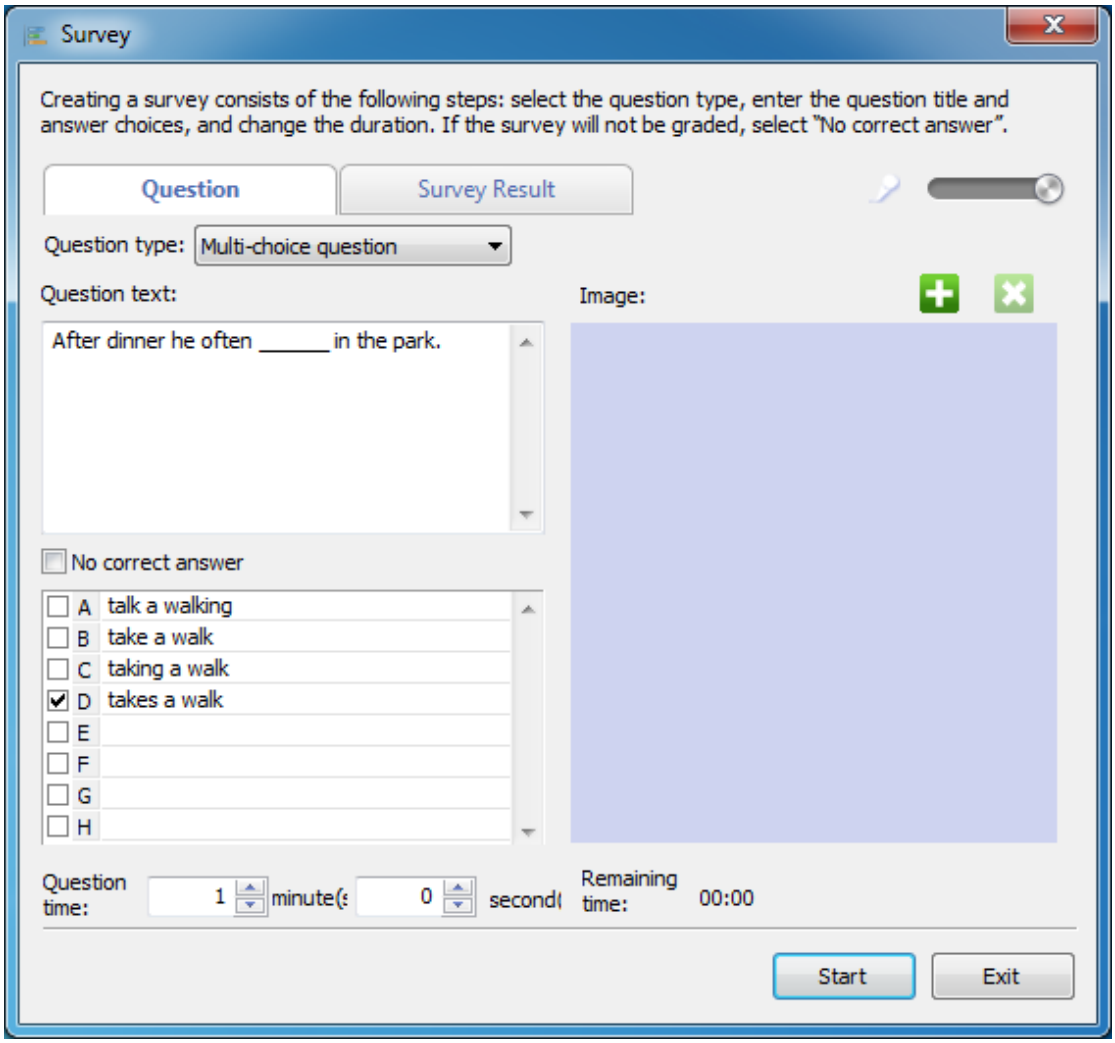


4.23.2 Survey

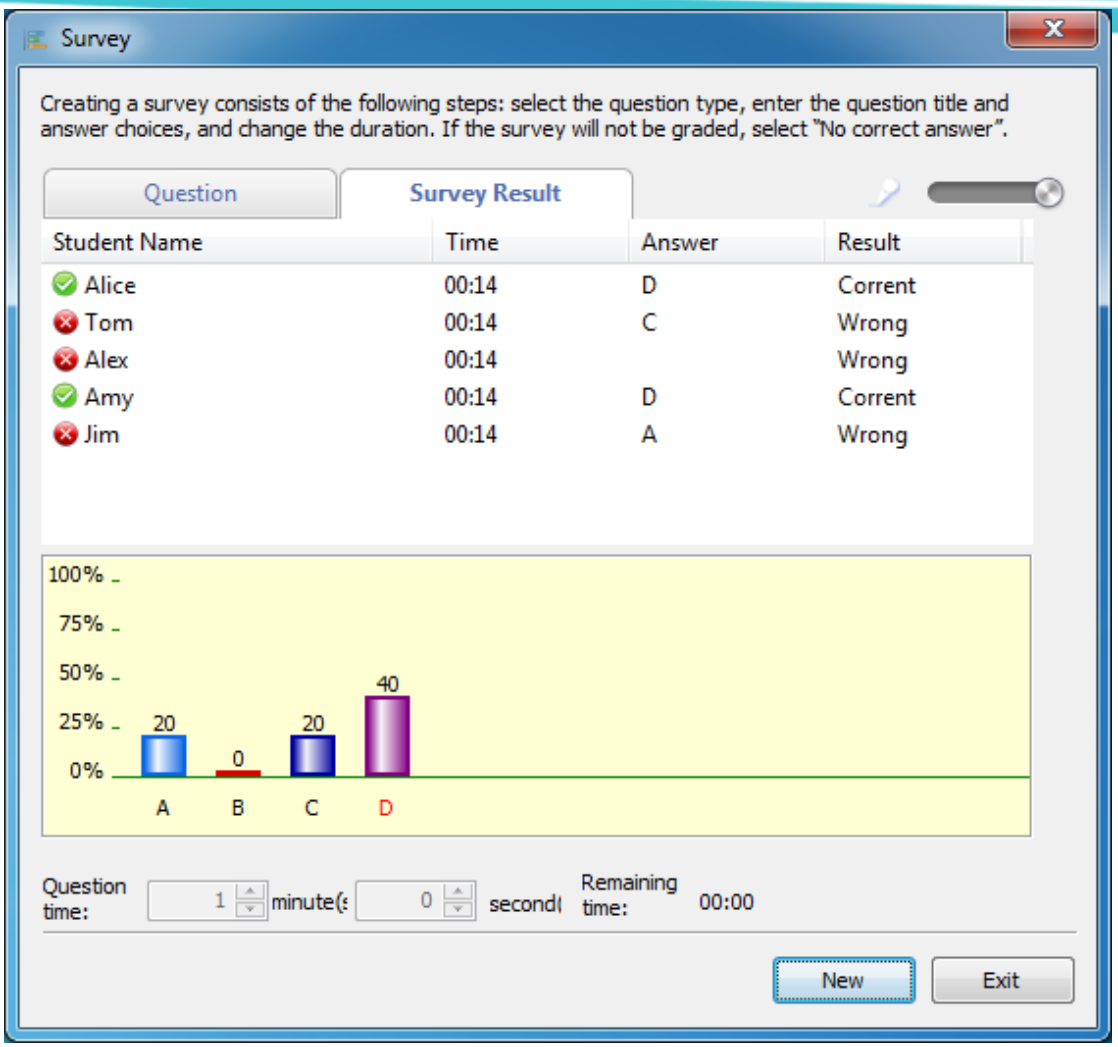
Survey is a quick test launched by teacher at any time in class.

To Launch Survey

1. Click **Quiz-Survey** to open survey as below:



2. Select the question type from multi-choice question and true or false question;
3. Enter question text and answer choices, set correct and question time;
4. Click to insert an optional image and click to delete the image;
5. Click **Start** to start survey, and the interface will switch to survey result automatically;
6. Click **Stop** to stop the survey before time ends, and click **Exit** to exit survey after survey ends;
7. Display the result in the form of histogram in the survey result after survey;
8. Click **New** to start a new survey, and click **Exit** to exit survey.



Note

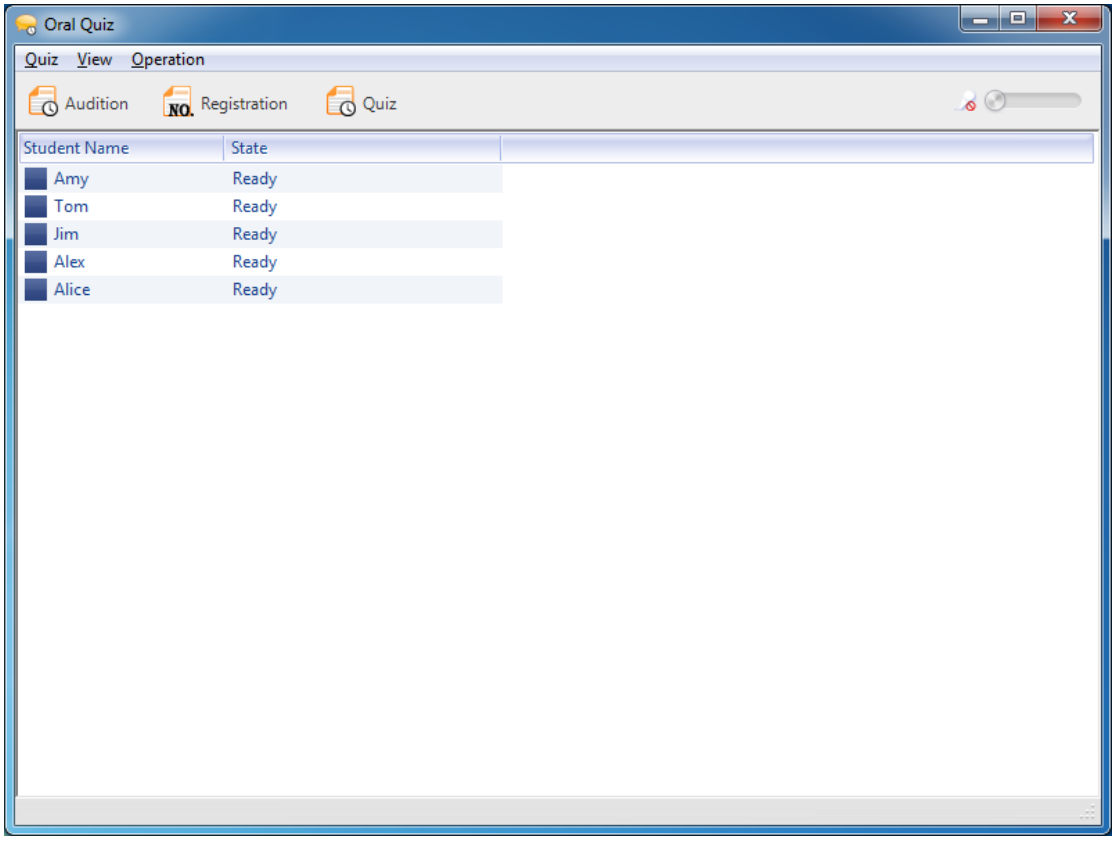
- ✧ There is only one question in the survey every time.

4.23.3 Oral Test

Oral test is always used to check the ability of speaking of students.

To Launch Oral Test

1. Click **Quiz-Oral Test** to pop out oral test dialog;
2. There are three main buttons in the dialog: **Audition**, **Registration** and **Quiz**;



4.23.3.1 Audition

Click **Audition** to detect the speaker and microphone of student before oral test. And click **Audition** again to exit. Teacher can know the name and state of students during audition.

To Launch Audition

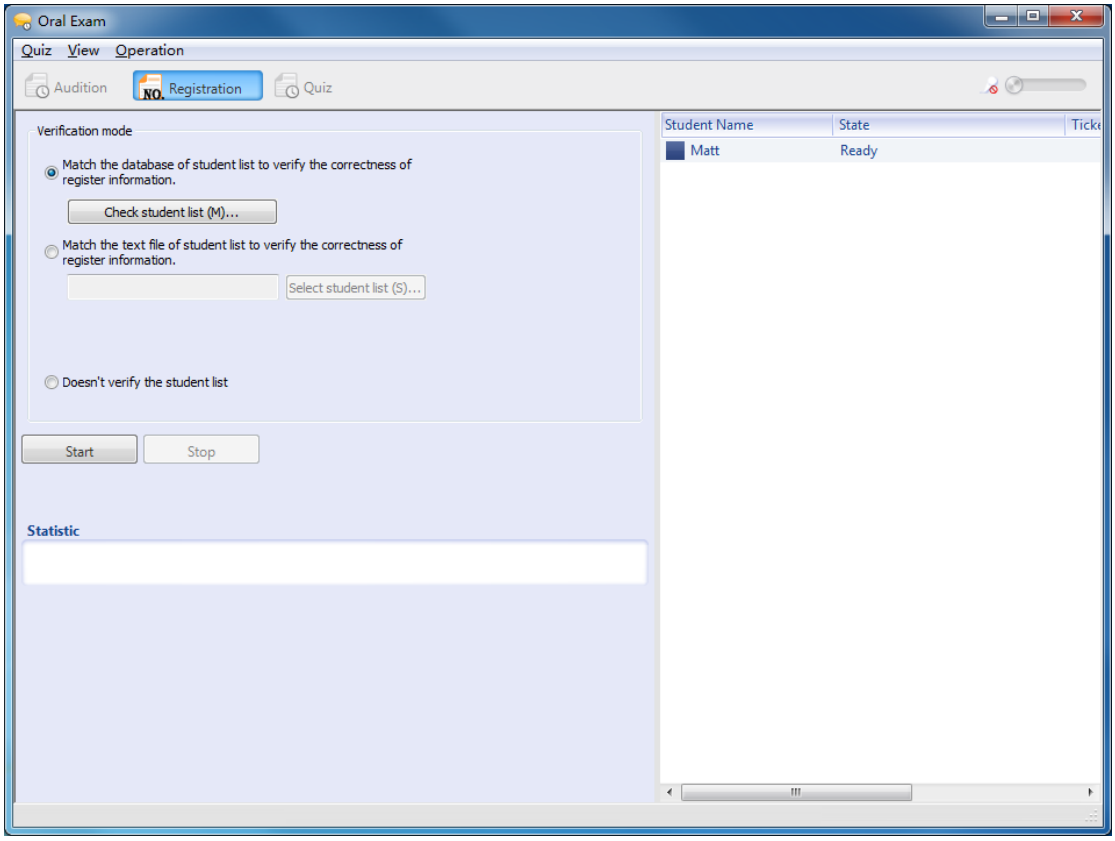
1. Click **Audition** to pop out the audition dialog;
2. Click **Start** to start the detection of the speaker and microphone of student;
3. Click **Stop** to stop the detection;
4. Click **Audition** again to exit audition.

4.23.3.2 Registration

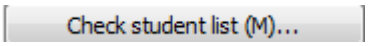
Registration is launched by the teacher before oral test, and teacher can select the verification mode to verify the registration information of students.

To Launch Registration

1. Click **Registration** to pop out the registration dialog;
2. Choose the verification mode;
3. Click **Start** to start the registration;
4. Click **Stop** to stop the registration;
5. Click **Registration** again to exit registration.

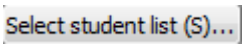


To Verify the Information Match the Database

1. Choose “Match the database of student list to verify the correctness of register information.”
2. Click  to import the student information in the Student List Manager;
3. Click Start to start verification.

Notes
✧ The student information in the student list manager can't be empty.
✧ Student list can be edited in Excel, it can contains the information of Student ID, Name, Gender, Department, Class, Password and so on.

To Verify the Information Match the Text File

1. Choose "Match the text file of student list to verify the correctness of register information."
2. Click 

to open the text file edited before;
3. Click Start to start verification.

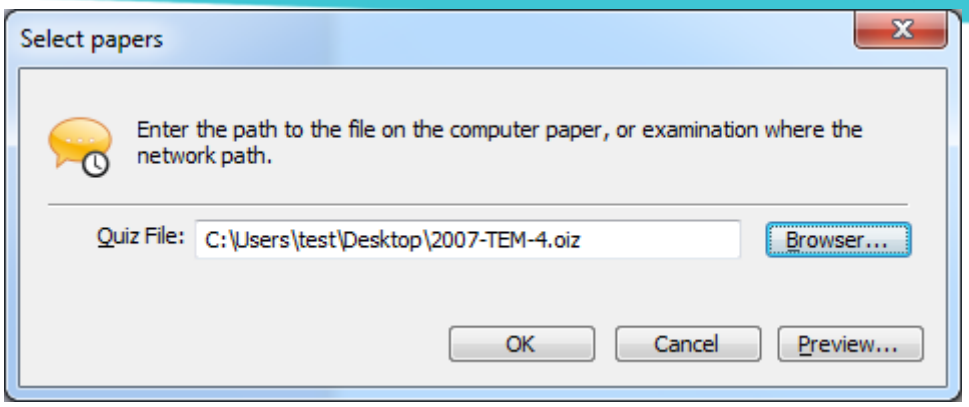
Notes
✧ The format of text file is: "Student ID" + "," + "Name" + "," + "Gender (Male: 1, Female: 2)".

4.23.3.3 Quiz

Quiz is the main function of oral test.

To Launch Quiz

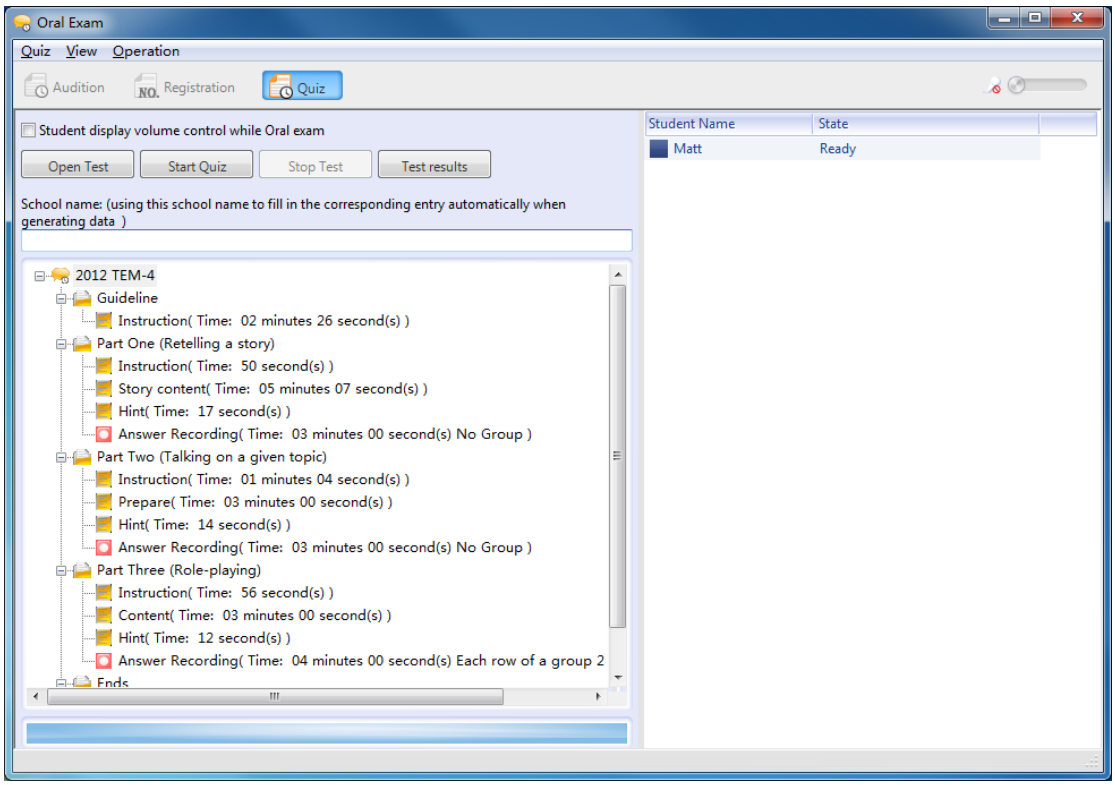
1. Click **Quiz** to enter oral test interface, and then select whether to display volume control of student side while oral test;
2. Enter the **School name**;
3. Click **Open Test** to open a test;



Note

✧ Teacher use **Assistant Tools-Tool Box-Oral Test Editor** to edit oral test.

4. Click **Start Test** to start oral test;
5. Click **Stop Test** to stop oral test;
6. Click **Test Results** to open the folder saving recording files of the test submitted by the students;


Oral Exam
Quiz View Operation
Audition
Registration
Quiz
Student display volume control while Oral exam
Open Test
Start Quiz
Stop Test
Test results
School name: (using this school name to fill in the corresponding entry automatically when generating data)
Student Name
State
Matt
Ready
2012 TEM-4
Guideline
Instruction(Time: 02 minutes 26 second(s))
Part One (Retelling a story)
Instruction(Time: 50 second(s))
Story content(Time: 05 minutes 07 second(s))
Hint(Time: 17 second(s))
Answer Recording(Time: 03 minutes 00 second(s) No Group)
Part Two (Talking on a given topic)
Instruction(Time: 01 minutes 04 second(s))
Prepare(Time: 03 minutes 00 second(s))
Hint(Time: 14 second(s))
Answer Recording(Time: 03 minutes 00 second(s) No Group)
Part Three (Role-playing)
Instruction(Time: 56 second(s))
Content(Time: 03 minutes 00 second(s))
Hint(Time: 12 second(s))
Answer Recording(Time: 04 minutes 00 second(s) Each row of a group 2
Ends

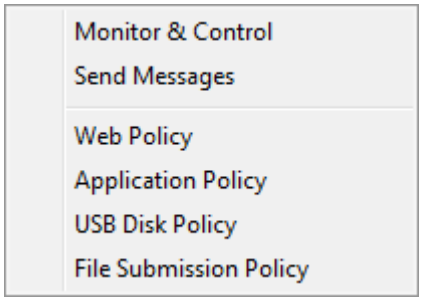
7. Click **Quiz** again to exit oral test.

4.24 Class Management

The functions in the class management are used to help teacher manage the class conveniently.

To Launch Class Management

1. Click Class Management on function bar;
2. Select the function from the list below:

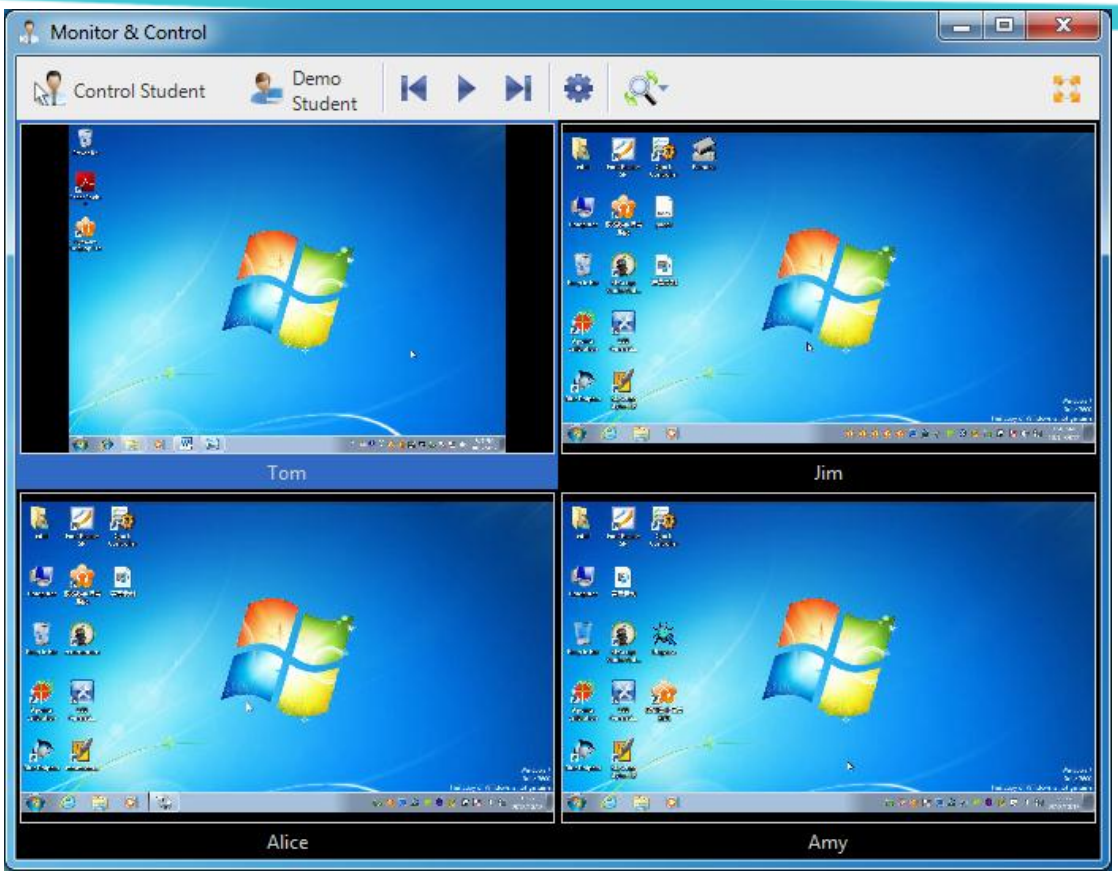


4.24.1 Monitor & Control

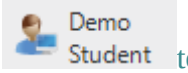
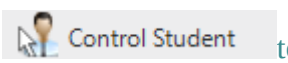
Monitor and control is launched by teacher to monitor the desktop of students and control the operations of students.

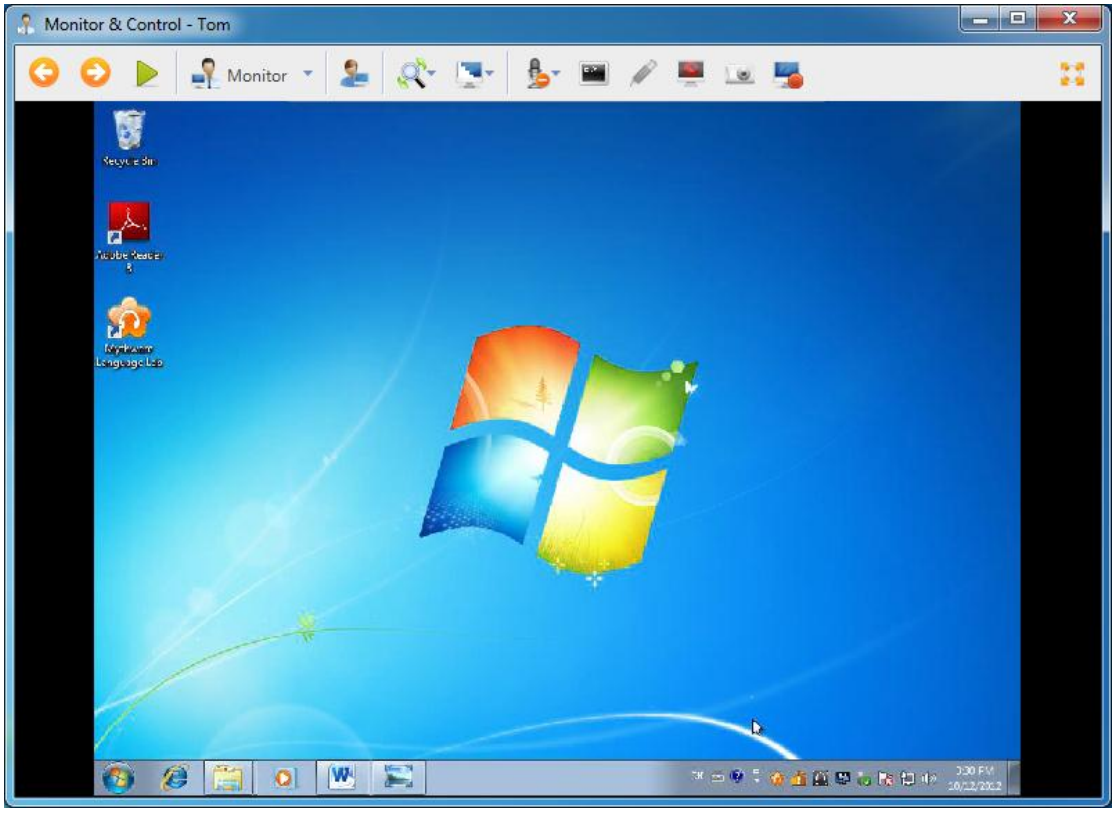
To Launch Monitor & Control

1. Click **Class Management-Monitor & Control**, the screen of teacher side will display the desktop of four students;

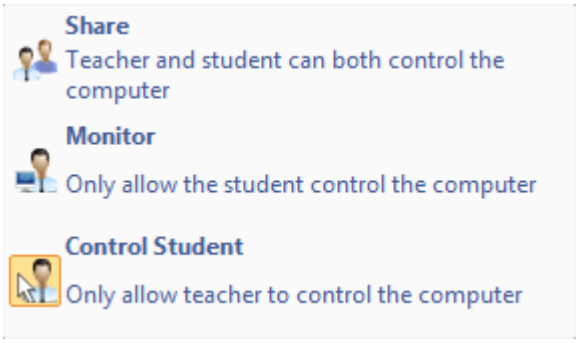


2. Click to turn to the next page automatically;
3. Click to display previous screen;
4. Click to display next screen;
5. Click to set view duration time;
6. Click to change the view mode as below:

7. Click  to broadcast one student's screen to others;
8. Click  to monitor only one student;



9、 Choose the way to remote control students from the list as below:


Share
Teacher and student can both control the computer
Monitor
Only allow the student control the computer
Control Student
Only allow teacher to control the computer

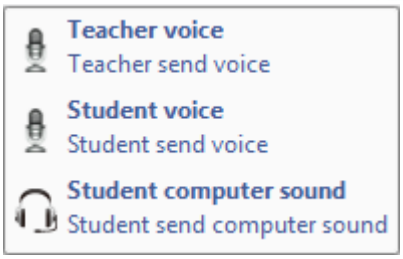
There are still some other functions can be used when monitoring single student:

Broadcast one student's screen to others;

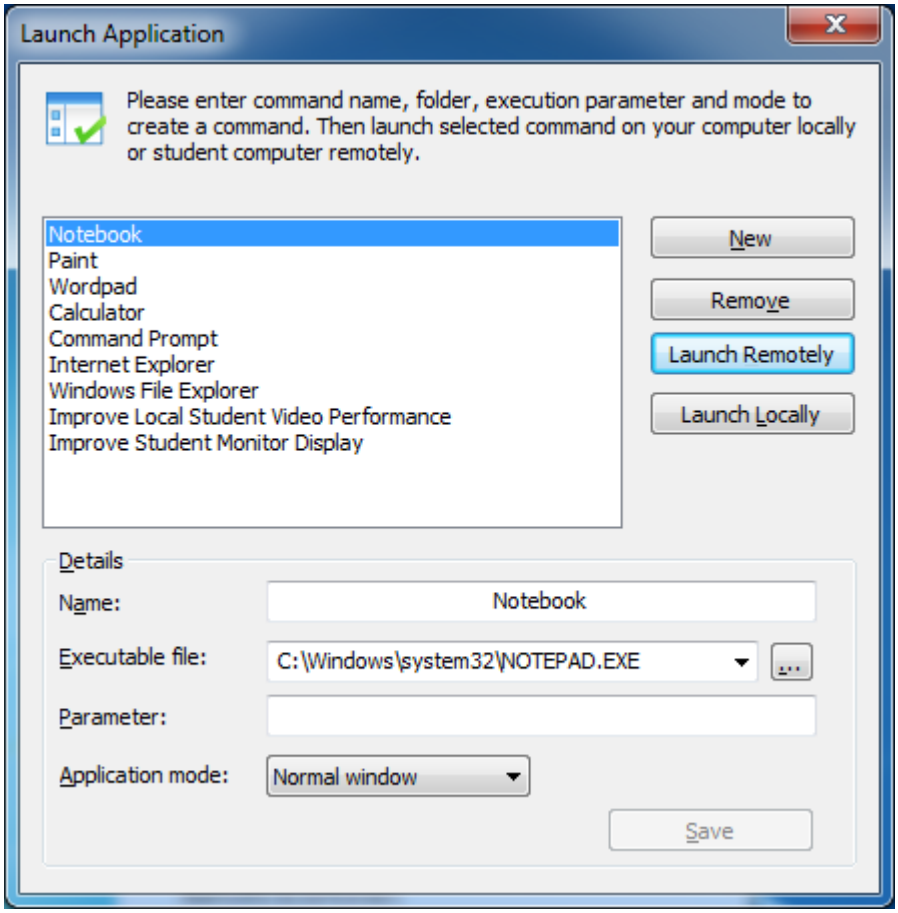
Change the view mode between Pan and Zoom display;

Change display quality;

Audio Setting: Set audio mode from the list as below



Remote Open Application: Teacher can open the applications as below



Screen Pen: The same as screen pen of screen broadcast;

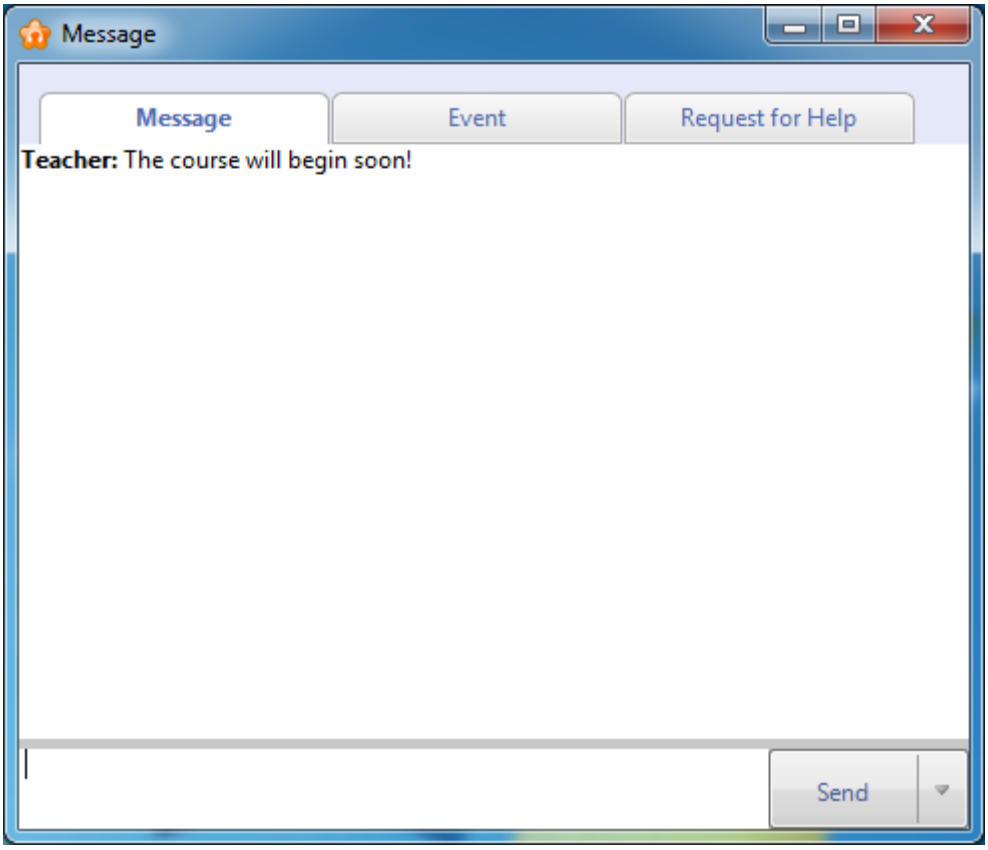
Silence: Blank student screens to gain attention;

Snapshot: Save a snapshot;

Screen Record: Record the teaching process.

Note
✧ Double click student icon in class model can also open monitor & control dialog.

4.24.2 Send Messages



To Send Messages

1. Click **Class Management-Send Messages**;
2. Enter the content of message;
3. Click **Send** to send the message.

4.24.3 Policy Control

4.24.3.1 Web Policy

Click **Class Management-Web Policy** to switch class model to web policy view, teacher can set different web policy to different students from all open, white list and black list.

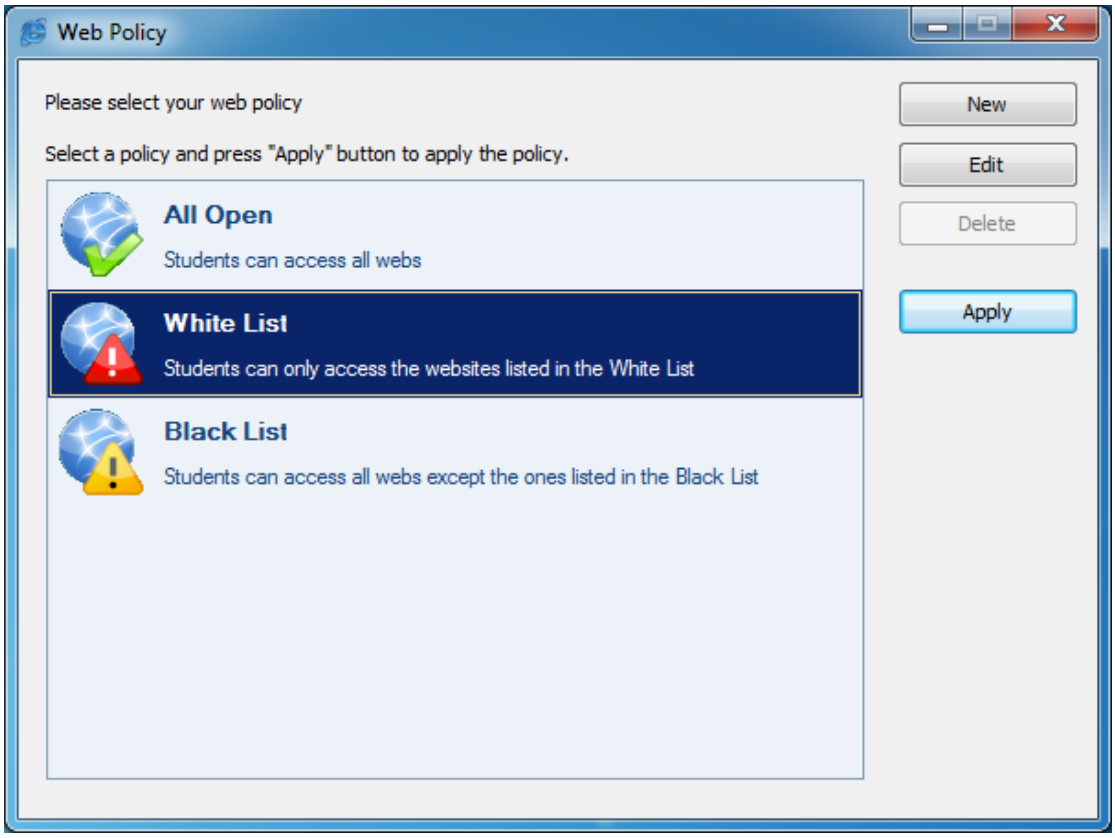
All Open: Teacher can open all the websites;

White List: Teacher can only open the websites in white list;

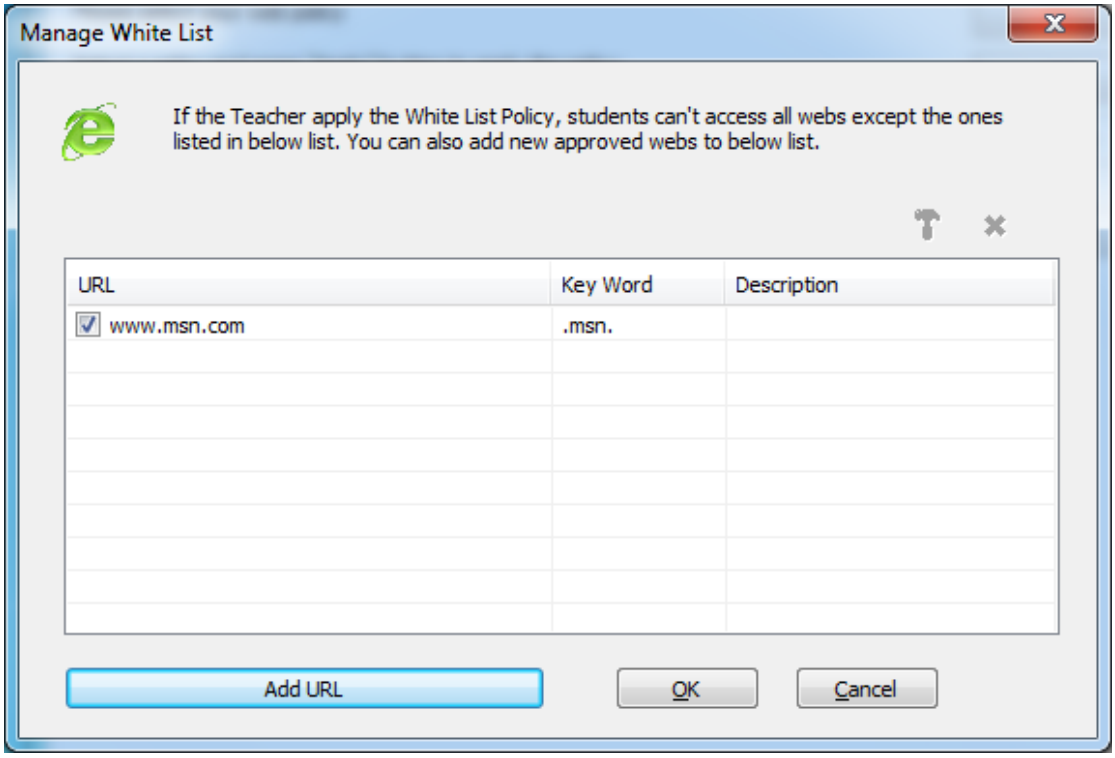
Black List: Teacher can't open the websites in black list;

To Set Web Policy

1. Click **Advanced** to open web policy dialog;
2. Choose White List and then click **Edit** to open manage white list dialog;


Web Policy
Please select your web policy
Select a policy and press "Apply" button to apply the policy.
All Open
Students can access all webs
White List
Students can only access the websites listed in the White List
Black List
Students can access all webs except the ones listed in the Black List
New
Edit
Delete
Apply

3. Click **Add URL** to enter URL and descriptions;
4. The same steps to set black list.


Manage White List
If the Teacher apply the White List Policy, students can't access all webs except the ones listed in below list. You can also add new approved webs to below list.
URL
Key Word
Description
www.msn.com
.msn.
Add URL
OK
Cancel

Notes
✧ Teacher can check the website students are visiting and close the websites.
✧ Teacher can set different web policy to different students and click **New** to set new policy.
✧ Right click the website can add it to the white or black list.

4.24.3.2 Application Policy

Click **Class Management-Application Policy** to switch class model to application policy view, teacher can set different application policy to different students from all open, white list and black list.

All Open: Teacher can open all the applications;

White List: Teacher can only open the applications in white list;

Black List: Teacher can't open the applications in black list;

To Set Application Policy

1. Click **Advanced** to open application policy dialog;
2. Choose White List and then click **Edit** to open manage white list dialog;

3. Click **Add Application** to enter file name or path;
4. The same steps to set black list.

Notes
✧ Teacher can check the application students are using and close the application.
✧ Teacher can set different application policy to different students.
✧ Right click the application can add it to the white or black list.

4.24.3.3 USB Disk Policy

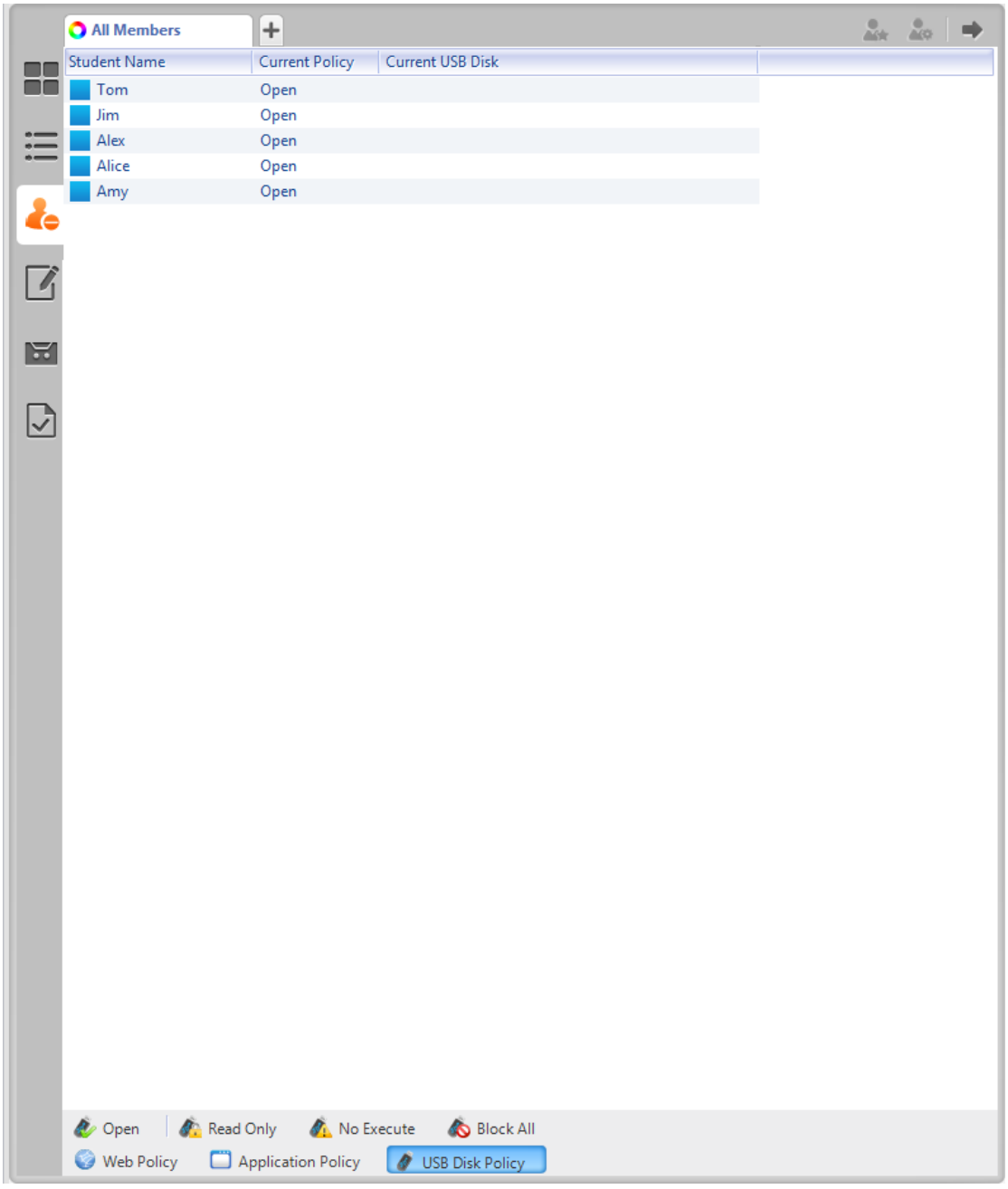
Click **Class Management-USB Disk Policy** to switch class model to USB disk policy view Teacher can set students' limitations when using USB disk by the policies as below: open, read only, no execute and block all.

Open: Students can read or write the file and open the executable program in the USB disk;

Read Only: Students can read the file in the USB disk;

No Execute: Students can't open the executable program in the USB disk;

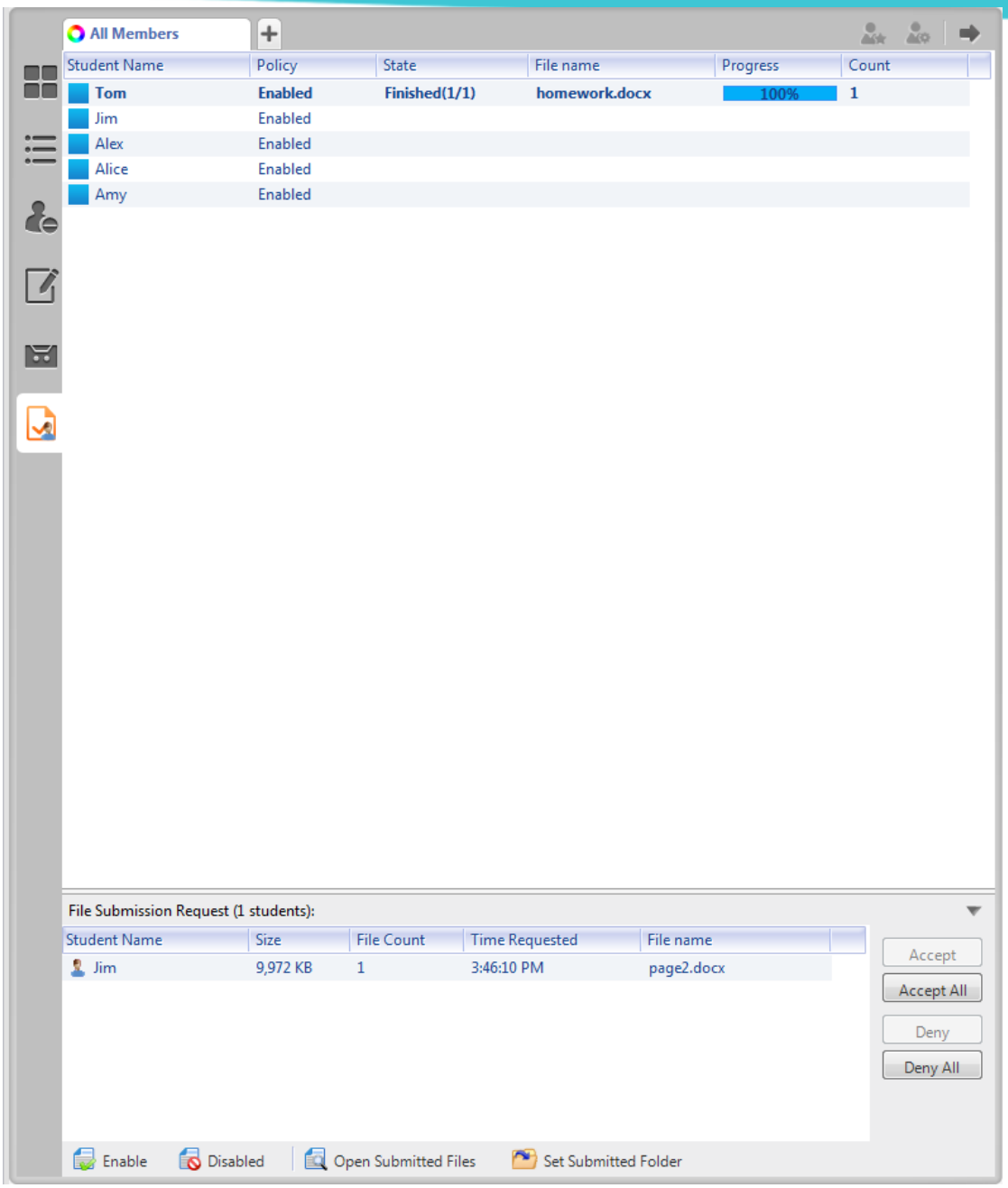
Block All: Block all the operations to the USB disk.



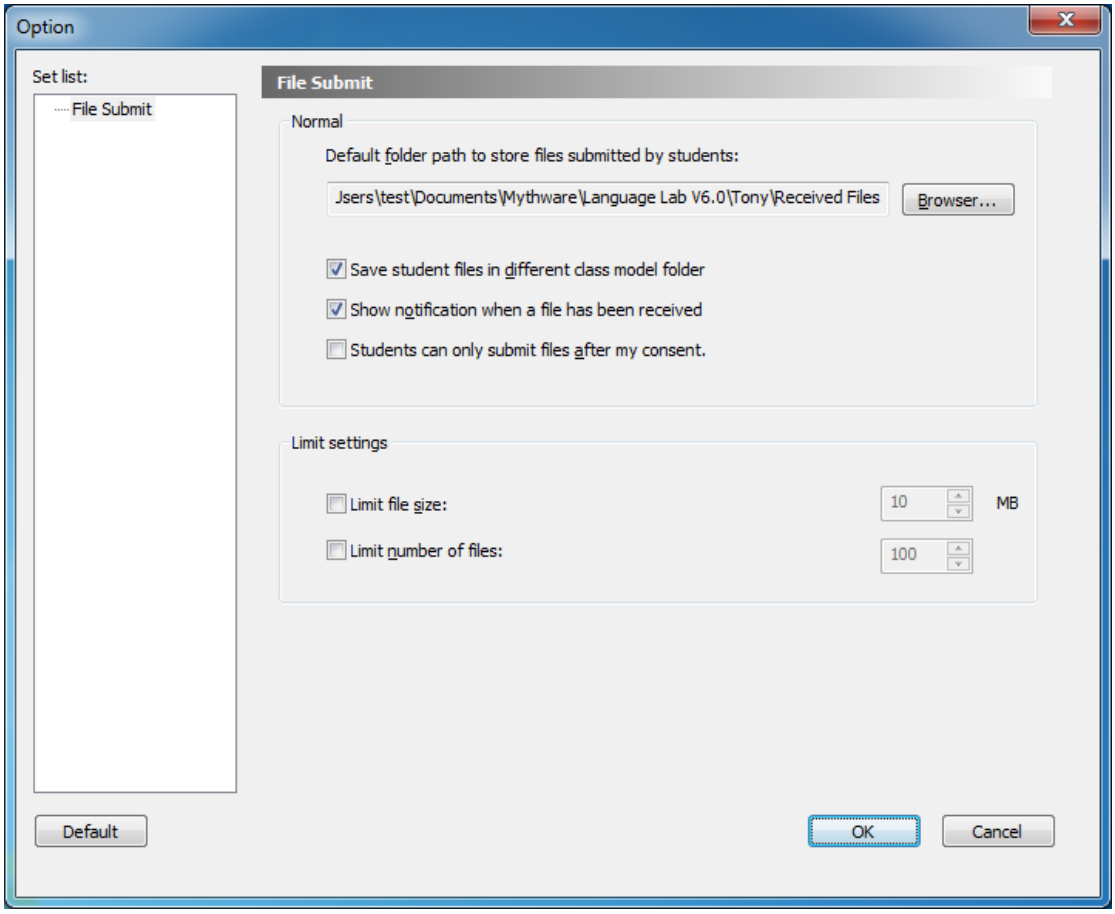
Notes
✧ Teacher can check the USB disk students are using.
✧ Teacher can set different USB disk policy to different students.

4.24.3.4 File Submission Policy

Click **Class Management-File Submission Policy** to switch class model to file submission policy view. Teacher can check the file submission request from students and set students limitation when file submission.



Click **Enable** to enable students to submit file, click **Disabled** to forbid student submitting file, click **Open Submitted Files** to open the folder to save files submitted by students and click **Set Submitted Folder** to set default folder path to store submitted files.

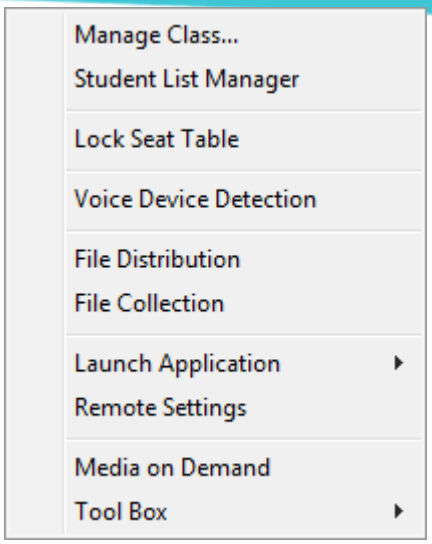


Note

✧ The icon of file submission view will turn from to when students submitting files.

4.25 Assistant Tools

There are some tools not used frequently in assistant tools, teacher can choose the tools in the list as below:



4.25.1 Manage Class

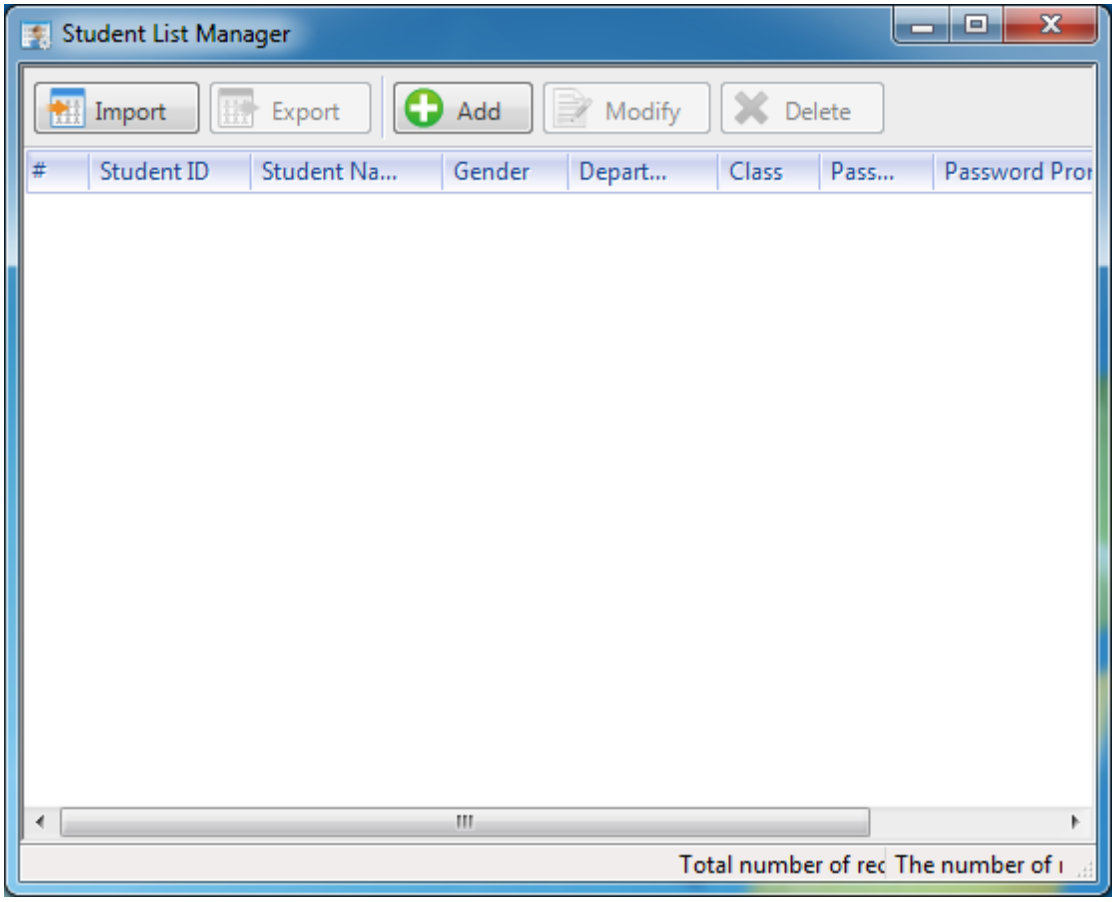
The usage of manage class please refer to Manage Class

4.25.2 Student List Manager

Student list manager is a stand-alone program, it can help teacher manage students information conveniently.

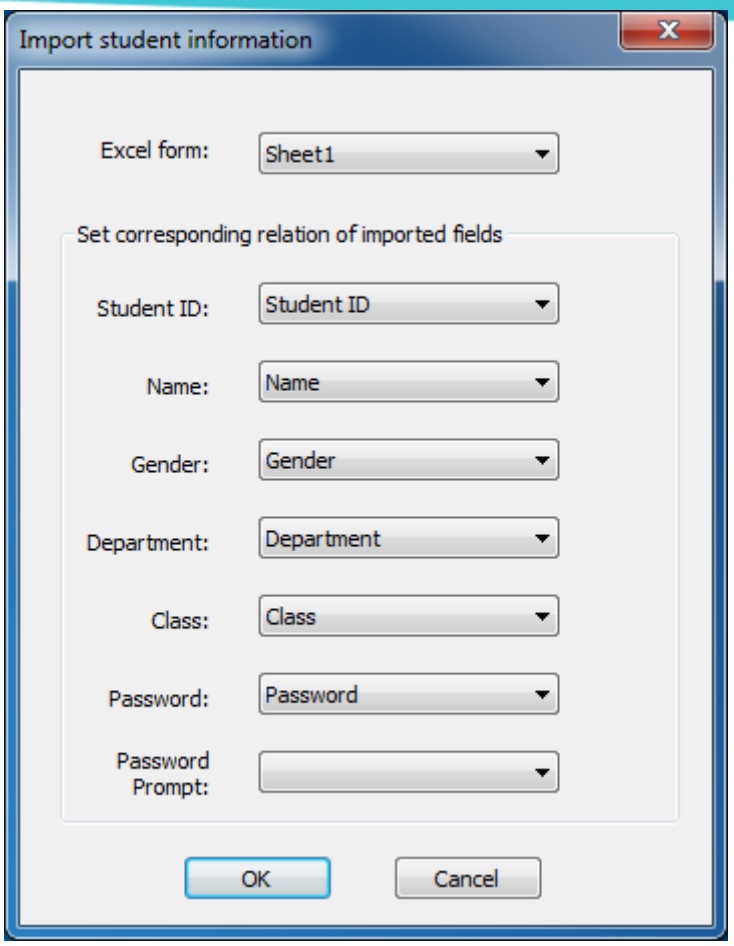
To Manage Student List

1. Click **Assistant Tools- Student List Manager** to pop out a dialog as below:

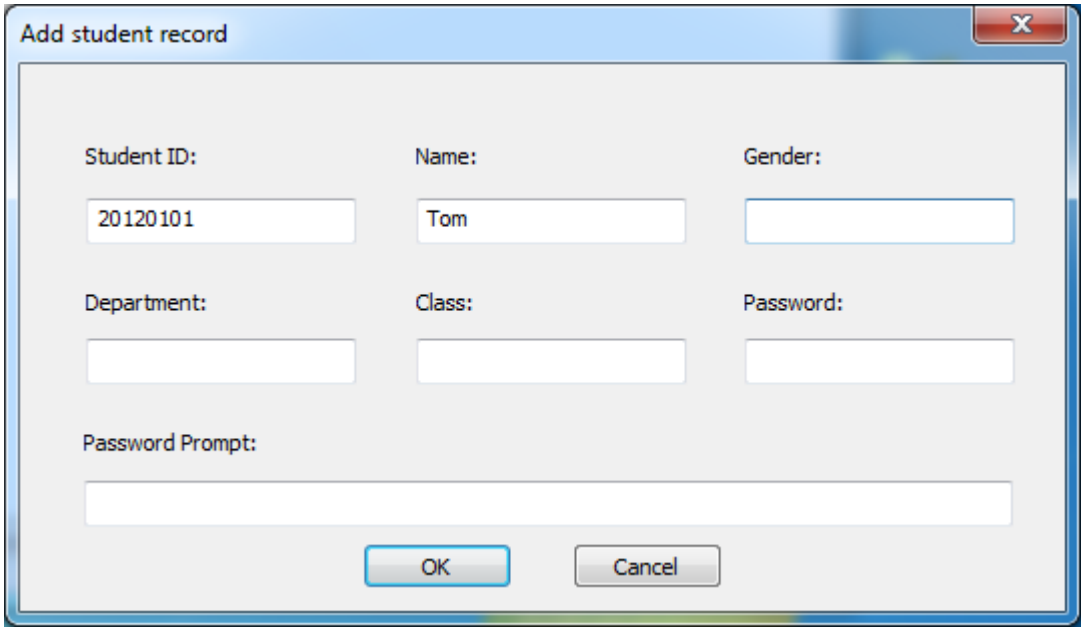


2. Click **Import** to open student list, and then pop out import student information dialog;
3. Setting corresponding relation of imported fields;
4. Click **OK** to begin importing student information;

Note
✧ Student list can be edited in Excel.



5. Click **Add** to add student information manually;



6. Click **Modify** to modify the student information manually;
7. Click **Delete** to delete student information manually;
8. Click **Delete All** to delete all the student information;

9. Click **Search** to search student from the list according to key words;
10. Click **Export** to export student list in the form of Excel.

4.25.3 Lock Seat Table

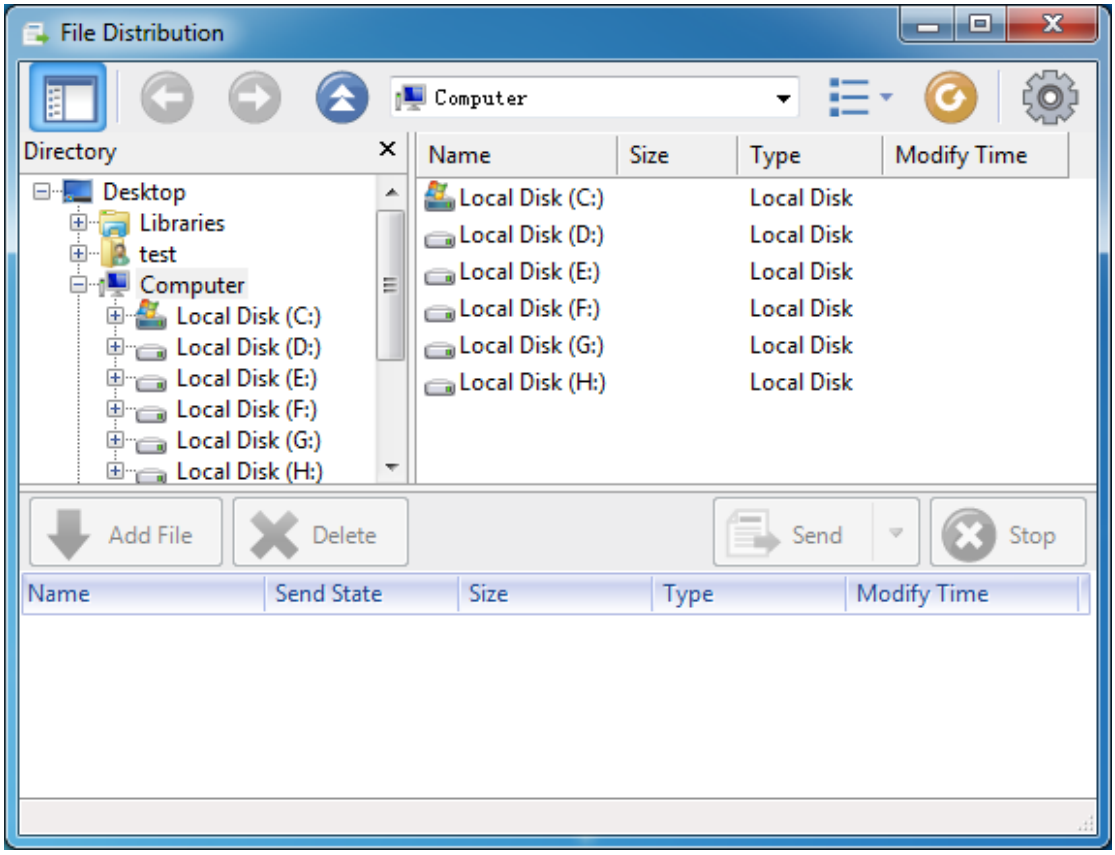
Lock the student icon in class model, and teacher can't move them.

4.25.4 File Distribution

File distribution is launched by teacher to distribute files to the students.

To Distribute Files

1. Click **Assistant Tools-File Distribution** to open the dialog as below:



2. Click **Add File** or drag and drop the file to file list;
3. Click Send to send files to all students;
4. Click to switch view from large icon, detail and list;
5. Click to refresh file list and check effective file;

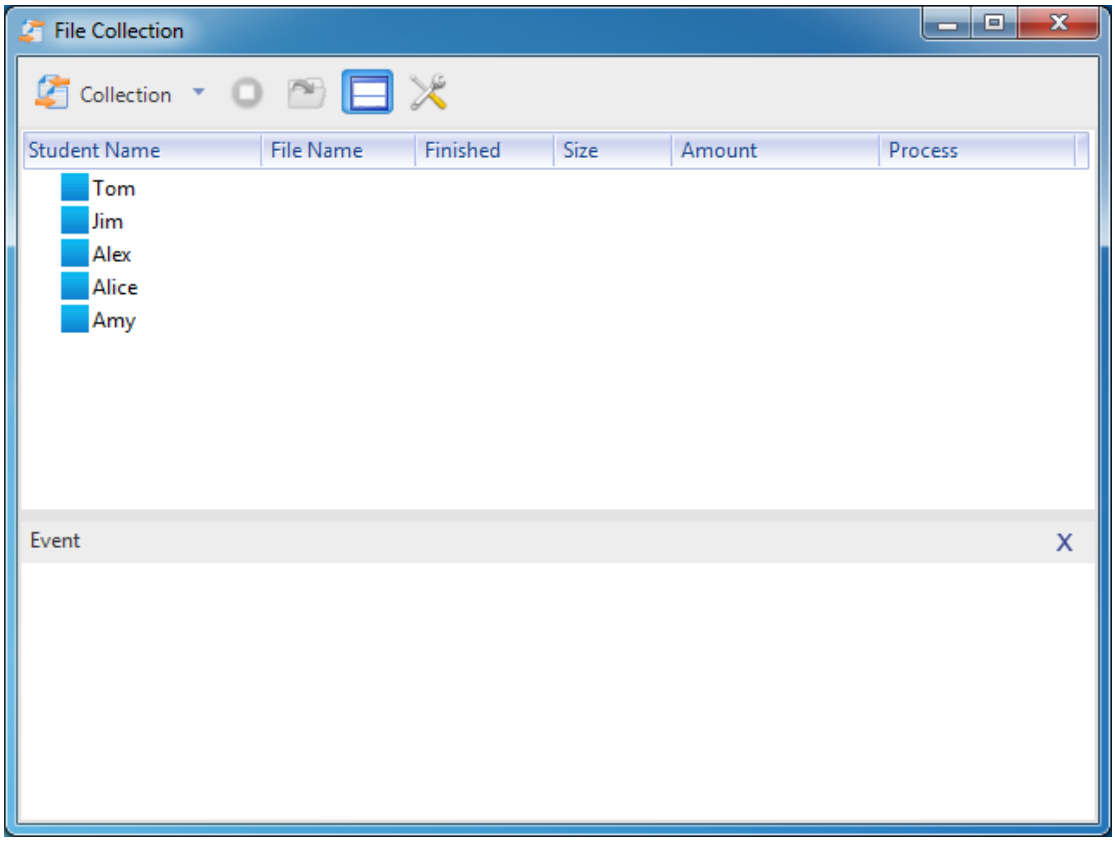
6. Click to set target folder, select the action when there are duplicate files existing in client and select the action when client meet error during file transfer.

4.25.5 File Collection

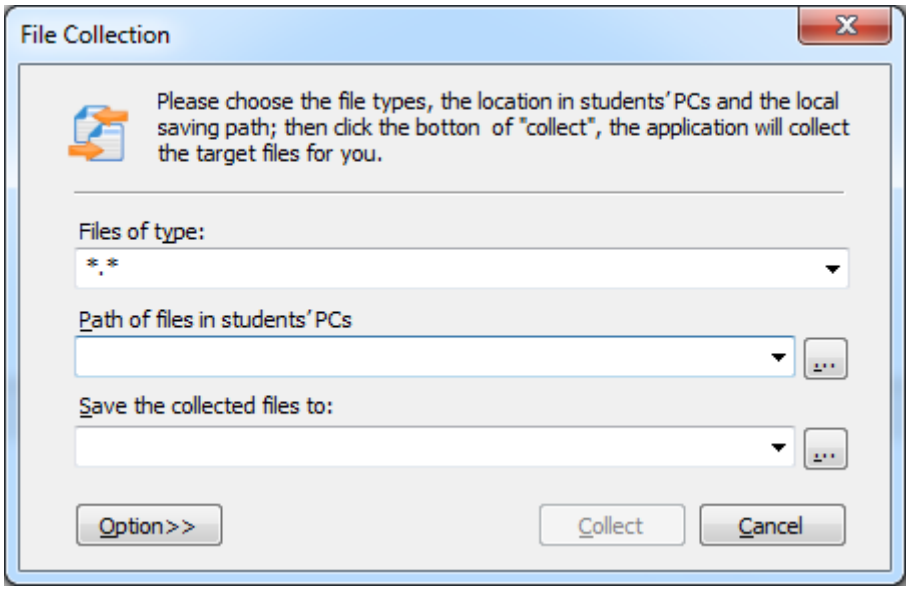
Teacher can force to collect the files of student side.

To Collect Files

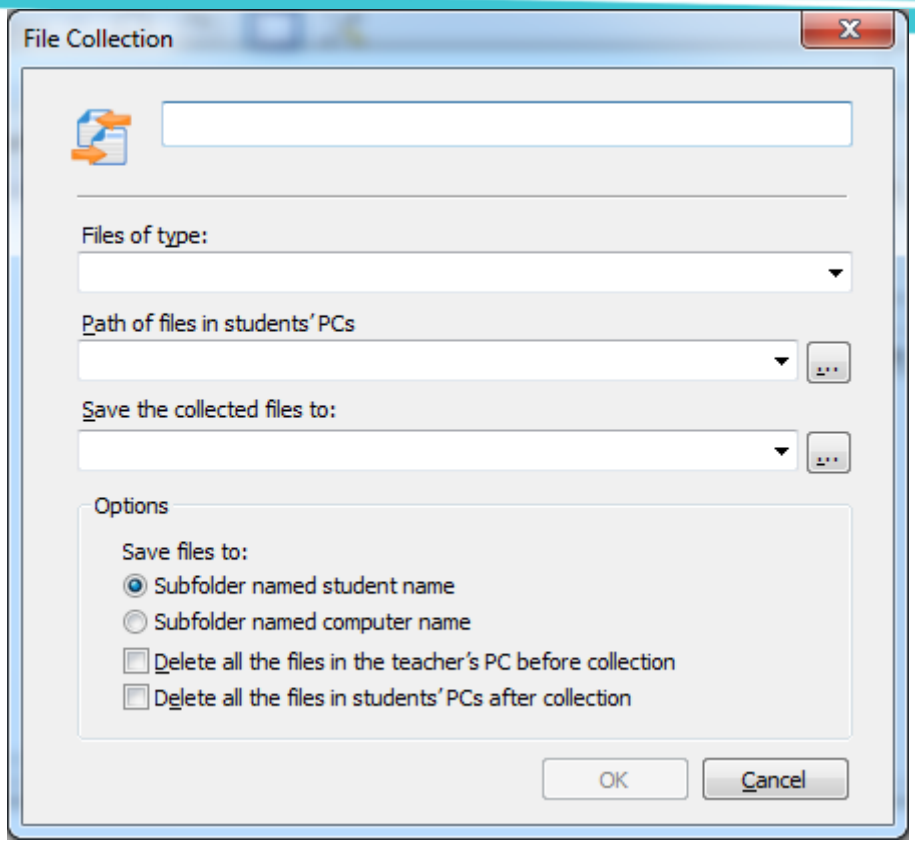
1. Click **Assistant Tools-File Collection** to open the dialog as below:



2. Click **Collection-Collect** to open the dialog as below:

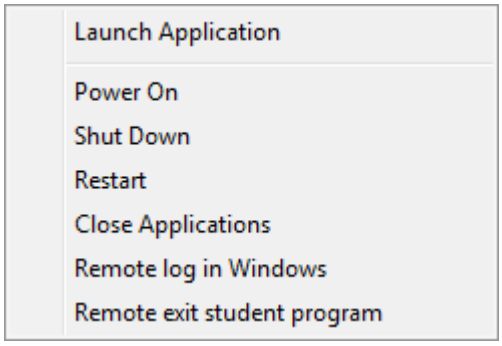

File Collection
Please choose the file types, the location in students' PCs and the local saving path; then click the botton of "collect", the application will collect the target files for you.
Files of type:
.
Path of files in students' PCs
Save the collected files to:
Option>>
Collect
Cancel

3. Set the type of file, path of file in students' PC and the path to save the collected file of teacher side;
4. Click **Collect** to start collection;
5. Click **Option** set collection options;
6. Click to create a predefined task.


File Collection
Files of type:
Path of files in students' PCs
Save the collected files to:
Options
Save files to:
Subfolder named student name
Subfolder named computer name
Delete all the files in the teacher's PC before collection
Delete all the files in students' PCs after collection
OK
Cancel

4.25.6 Remote Command

Teacher can execute the operations as below:

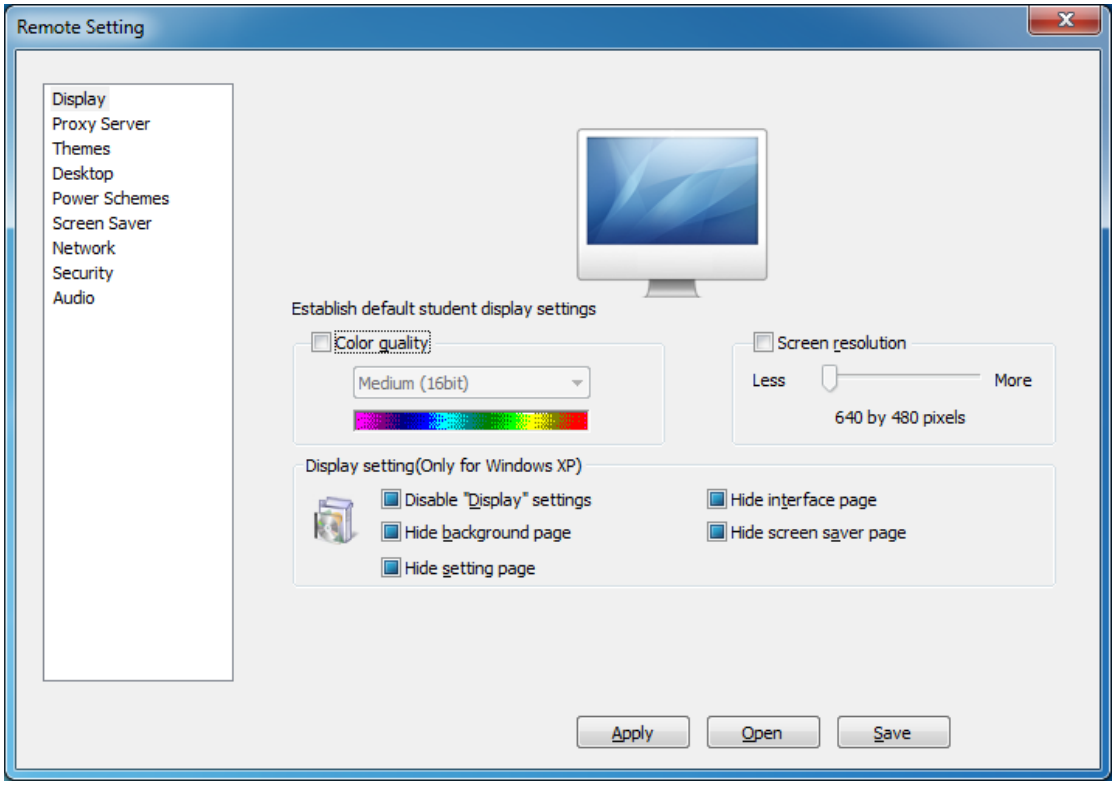


4.25.7 Remote Settings

Teacher can set display, proxy server, themes, desktop, power schemes, screen saver, network, security and audio of student side.

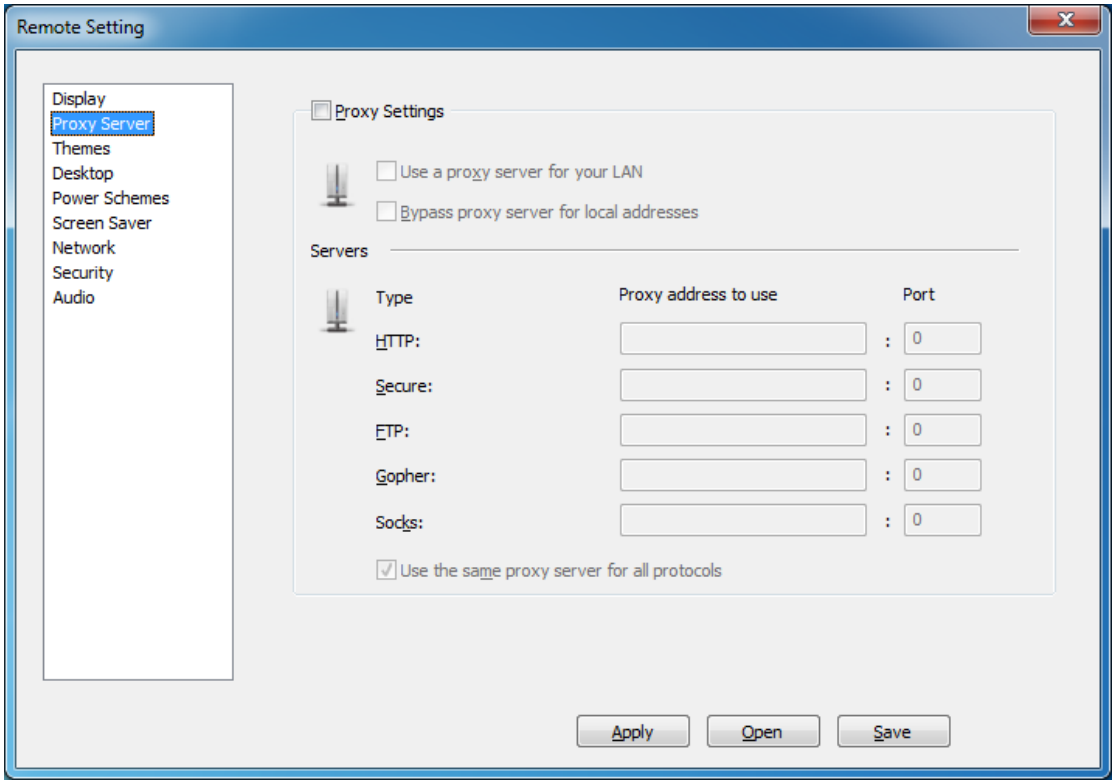
4.25.7.1 Display

Remote set screen resolution, color quality and display setting of student side.



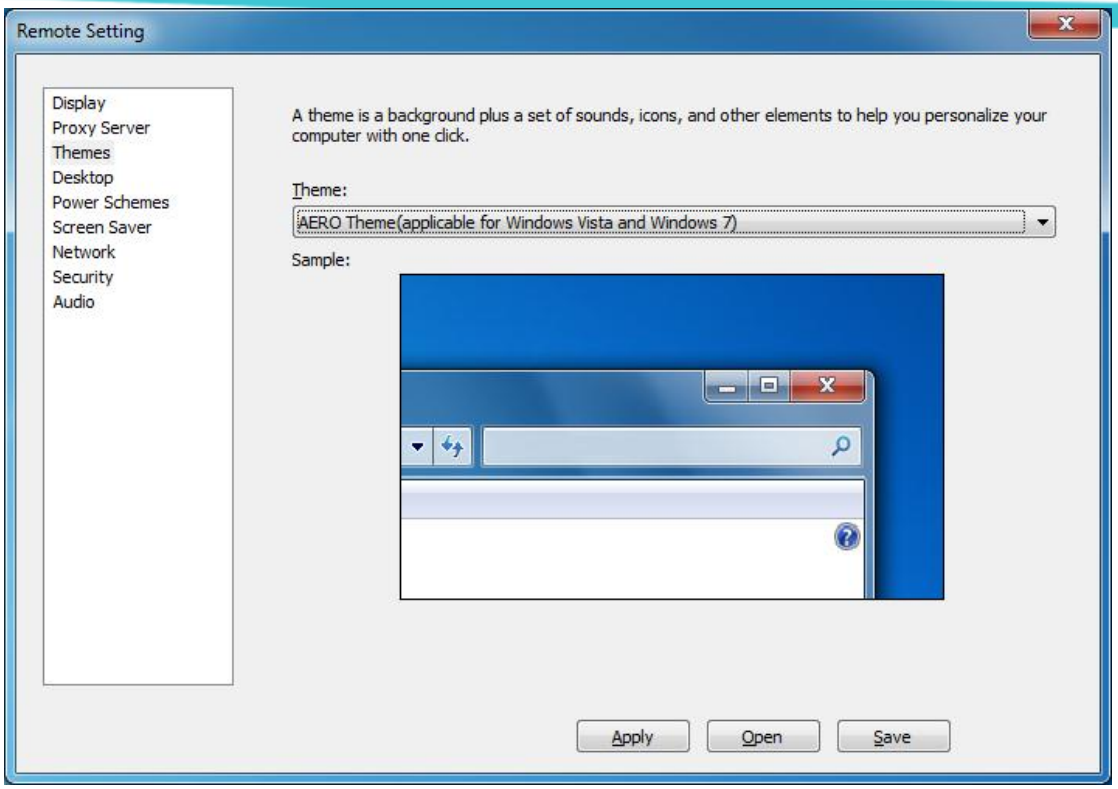
4.25.7.2 Proxy Server

Remote set proxy server of student side.



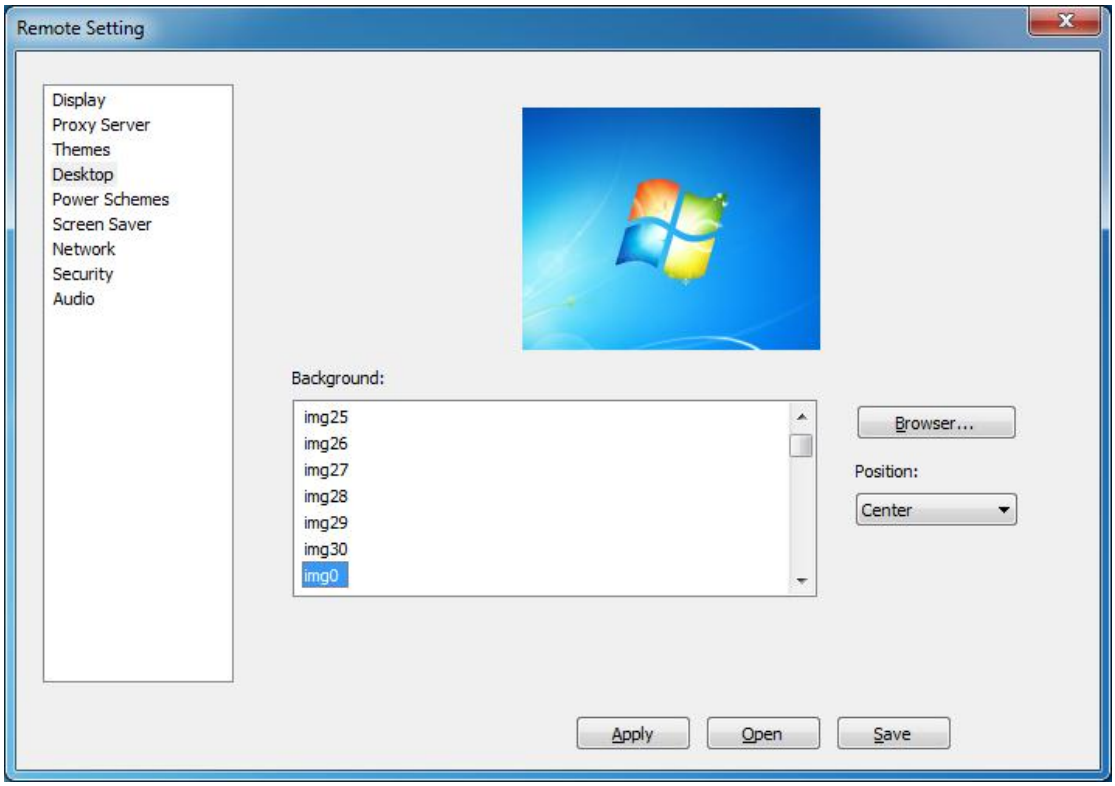
4.25.7.3 Themes

Remote set themes of student side.



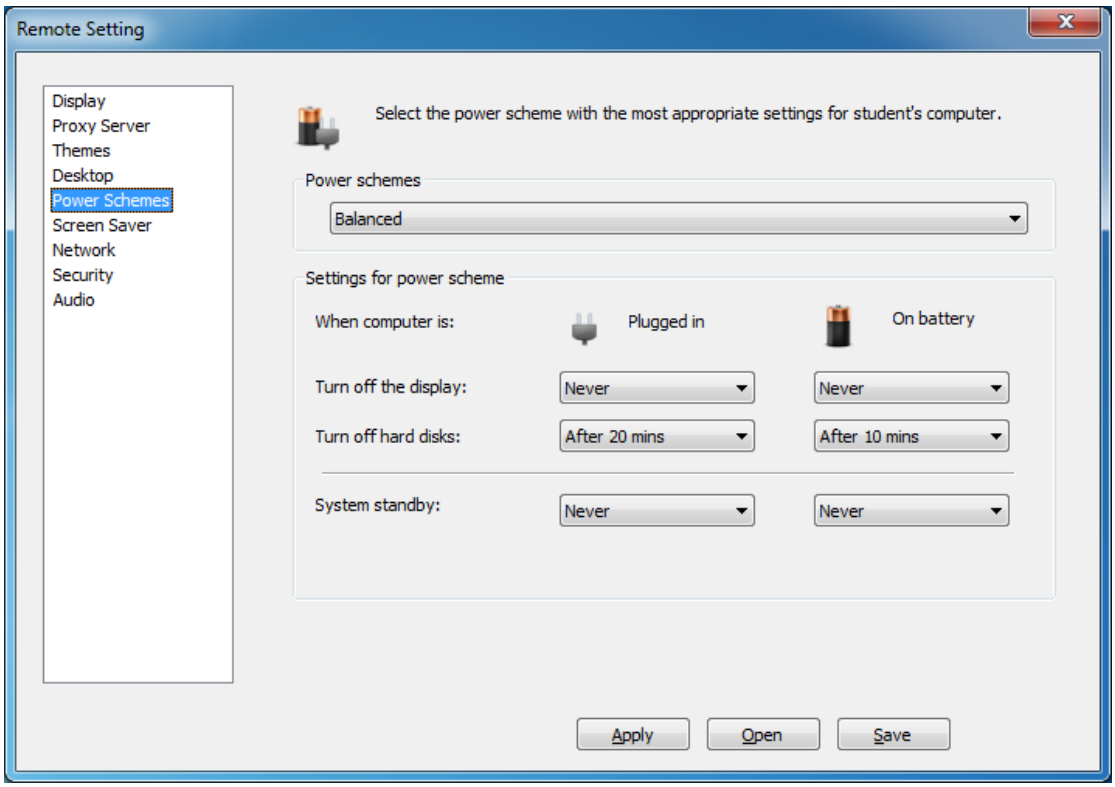
4.25.7.4 Desktop

Remote set desktop background of student side.



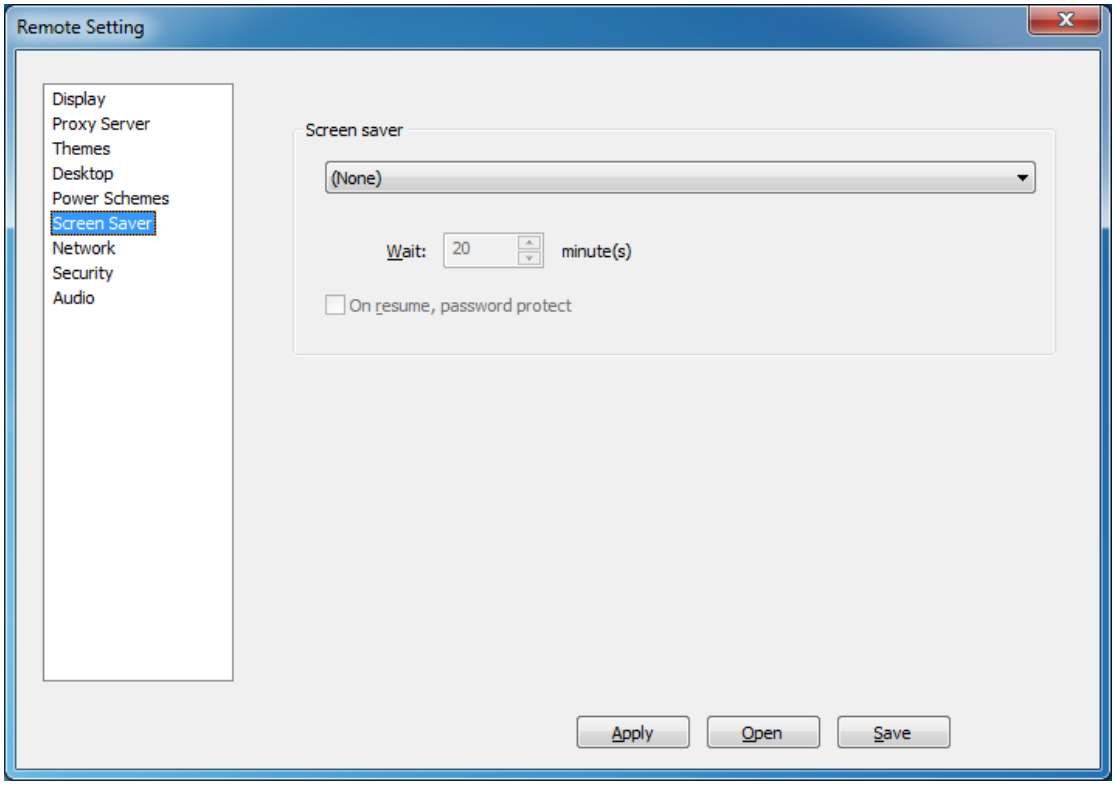
4.25.7.5 Power Schemes

Remote set power schemes of student side.



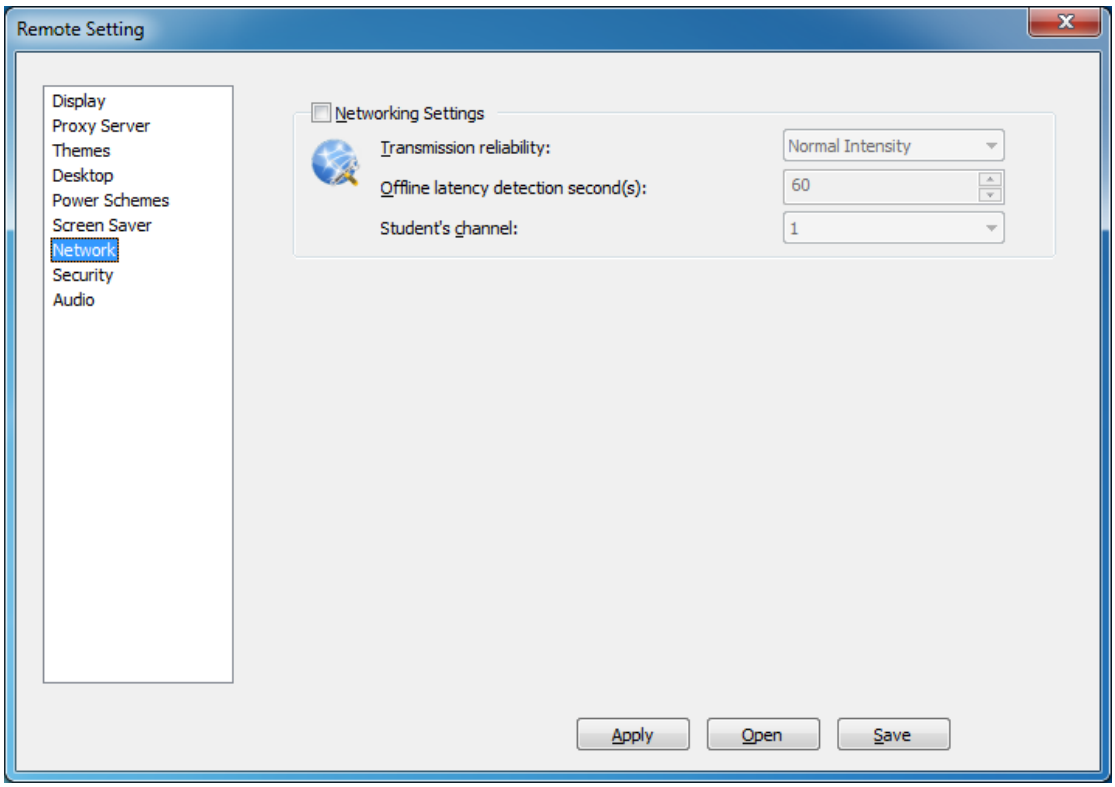
4.25.7.6 Screen Saver

Remote setting screen saver of student side.



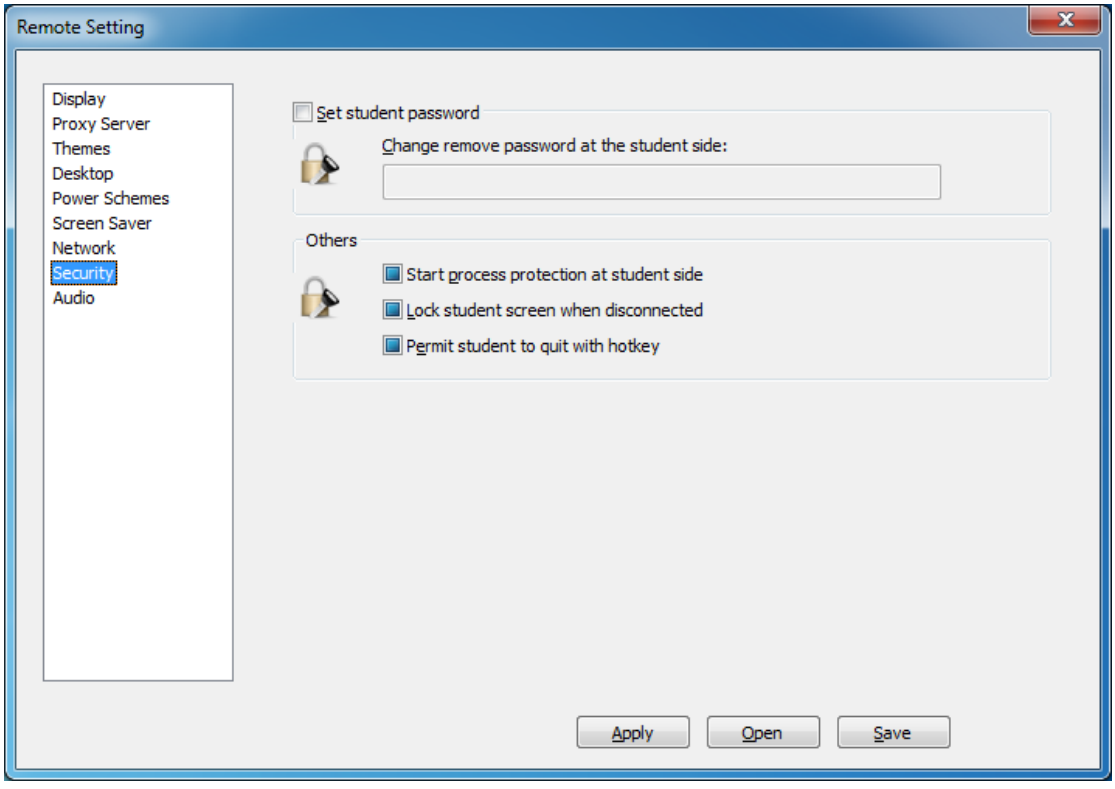
4.25.7.7 Network

Remote set transmission reliability, offline latency detection and student's channel.



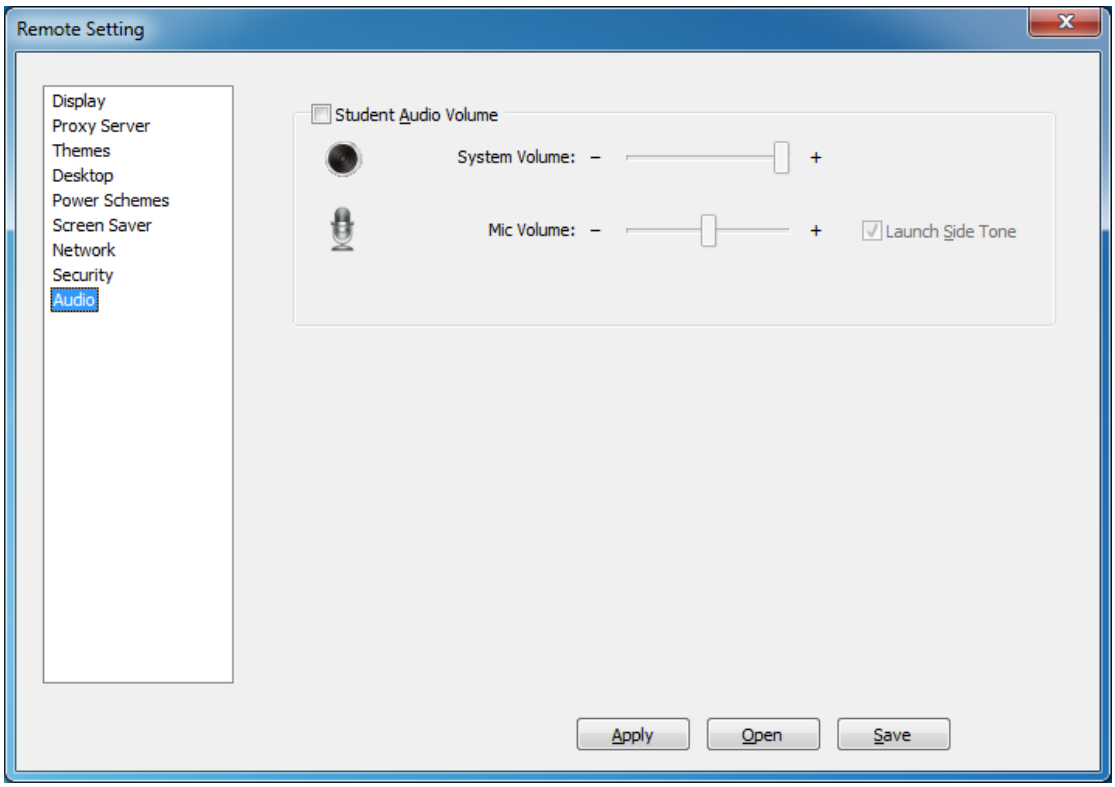
4.25.7.8 Security

Remote set student password and some other aspects.



4.25.7.9 Audio

Set system volume and microphone volume of student side.

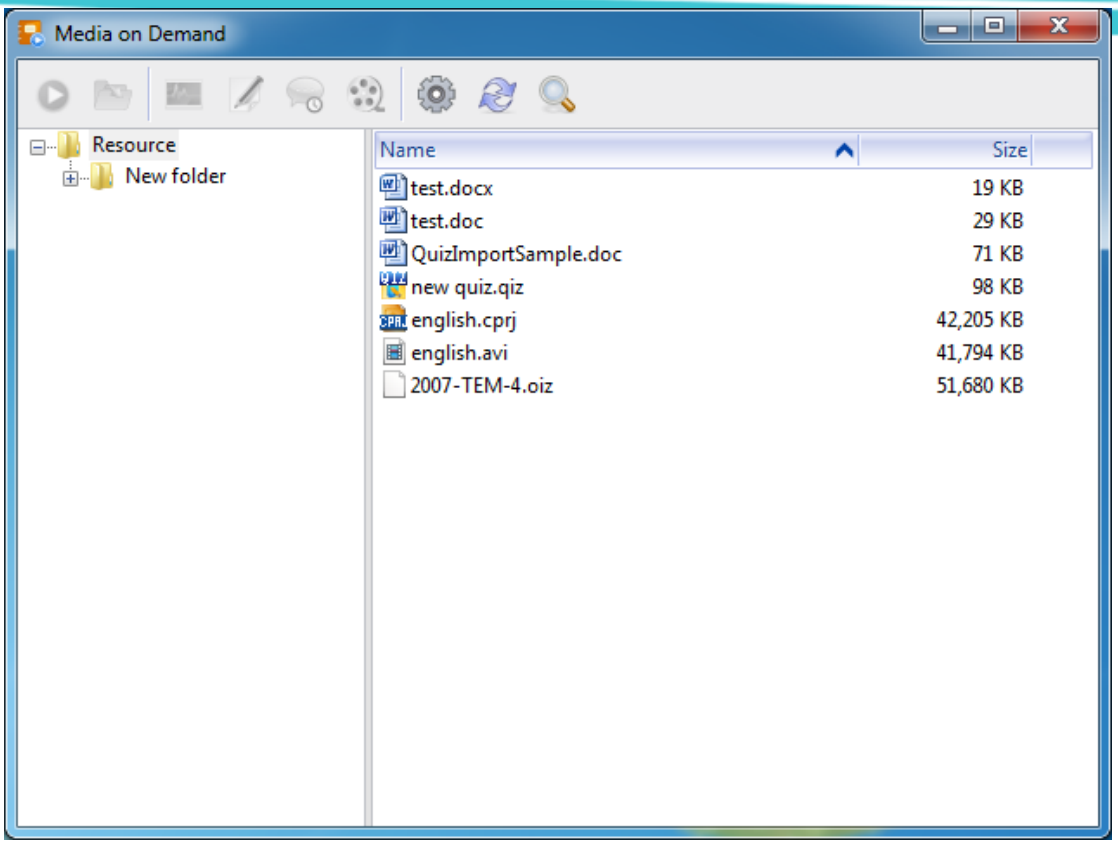


4.25.8 Media on Demand

The function allows the teacher to manage the teaching resources and set whether to allow students to browse or choose a certain courseware. The teacher also can facilitate centralized management of teaching resources and independent learning.

To Use Media on Demand

1. Click **Assistant – Media on Demand**, and the following dialog pops up.



2. Click button to select courseware library location.

3. Click the software will select the application to open the courseware automatically.

Teacher can use follow buttons.

Open audio or video courseware;

Open repeater courseware;

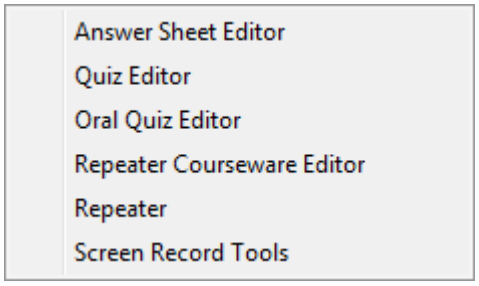
Open quiz paper;

Open oral test paper;

4. Click to refresh the courseware list and click to search the courseware.

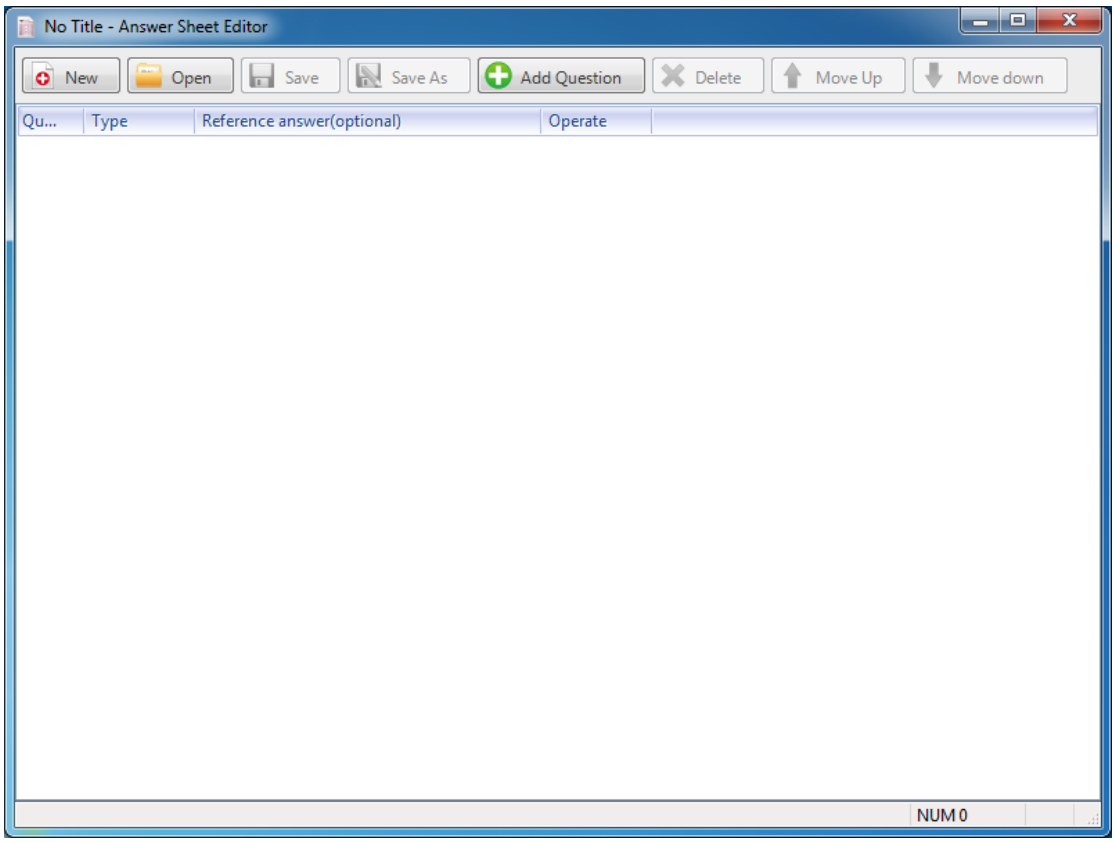
4.25.9 Tool Box

The following tools are included in Tool Box.



4.25.9.1 Answer Sheet Editor

Answer Sheet Editor is used to edit the answer sheet of Test. It is a stand-alone program, so teacher can edit the answer sheet at home with it.



To Edit Answer Sheet

1. Click [New] button to create a new answer sheet, and then edit it. Click [Open] button to open an answer sheet, and then edit it;

2. Click [Add Question] button to add a question or a question group. Teacher can add 5 kinds of questions, and they are Multi-choice question, True or false

question, Fill-in-blank question, Essay question and Oral question;

3. Teacher can Delete, Move Up or Move Down the questions;

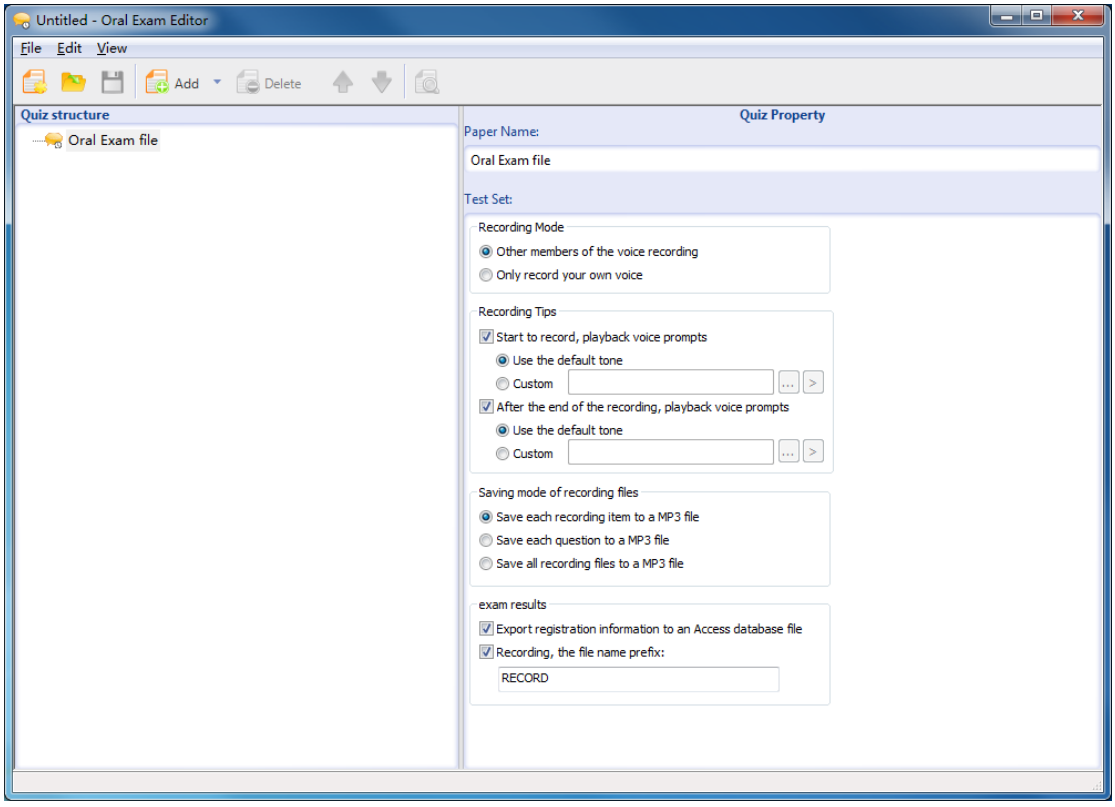
4. Click Save or Save As button to save this answer sheet.

4.25.9.2 Quiz Editor

Quiz Editor is used to edit the quiz paper of Quiz. The detail function of it refers to Quiz Edit.

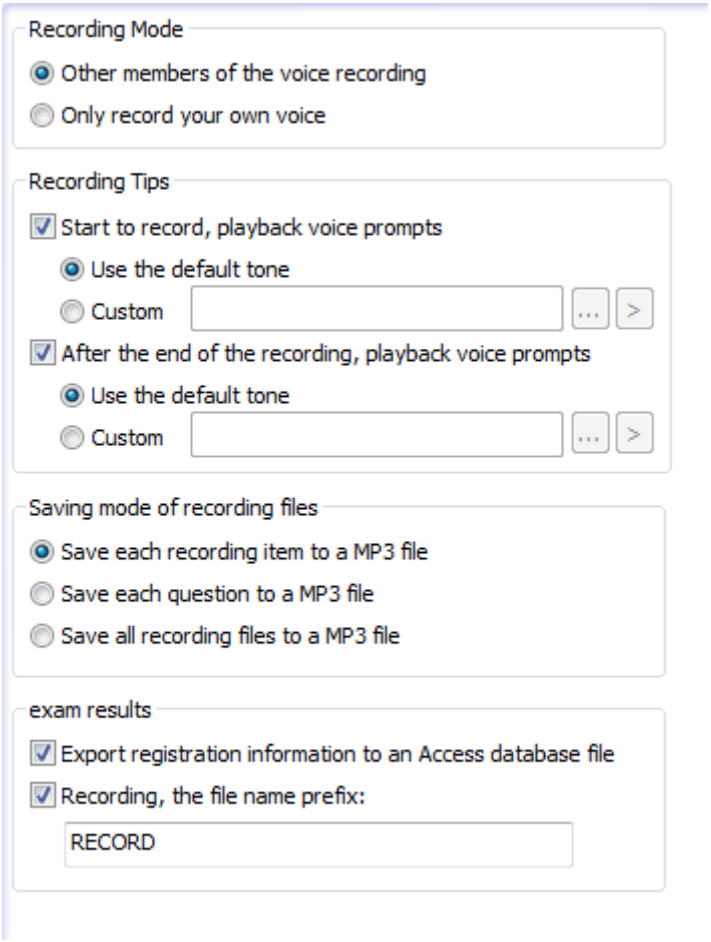
4.25.9.3 Oral Test Editor

Quiz Test Editor is used to edit the quiz paper of Oral Test. The following dialog will pop up, after teacher opens Oral Test Editor.



To Editor Oral Quiz File

1. Teacher needs to set Quiz Property before editing the quiz. Quiz Property consists of Paper Name, Recording Mode, Recording Tips, Saving Mode of Recording Files and Exam results. Teacher can set these properties according to their requests;


Recording Mode
Other members of the voice recording
Only record your own voice
Recording Tips
Start to record, playback voice prompts
Use the default tone
Custom
After the end of the recording, playback voice prompts
Use the default tone
Custom
Saving mode of recording files
Save each recording item to a MP3 file
Save each question to a MP3 file
Save all recording files to a MP3 file
exam results
Export registration information to an Access database file
Recording, the file name prefix:
RECORD

2. Click **Add - Add Question** to add a question, and then enter the question name in **Question Name** input box;
3. Click **Add – Add Content** to add the content of this question, and then enter the Content Name and set the Display Time. Click button, button or button to add the content;

   Add Document: Click this button to enter the text content;

   Add Picture: Click this button to add a picture;

   Add Media File: Click this button to add a media file;
4. Click **Add – Add Recording** to add the recording of this question, and then enter the Recording Name and set the Recording Time. Teacher can also select a group mode of recording. Click button, button or button to add the content;
5. Teacher can add audio and recording via **Voice Wizard** when editing Question Content and Recording;

   Add Audio: Click this button, and then choose a file to open in pop-up dialog.

Add Recording: Click this button to start recording, and the following toolbar pops up.

Start Recording\Stop Recording: Control the start and stop of recording.

Play: Play the recorded audio.

Stop: Stop playing the audio.

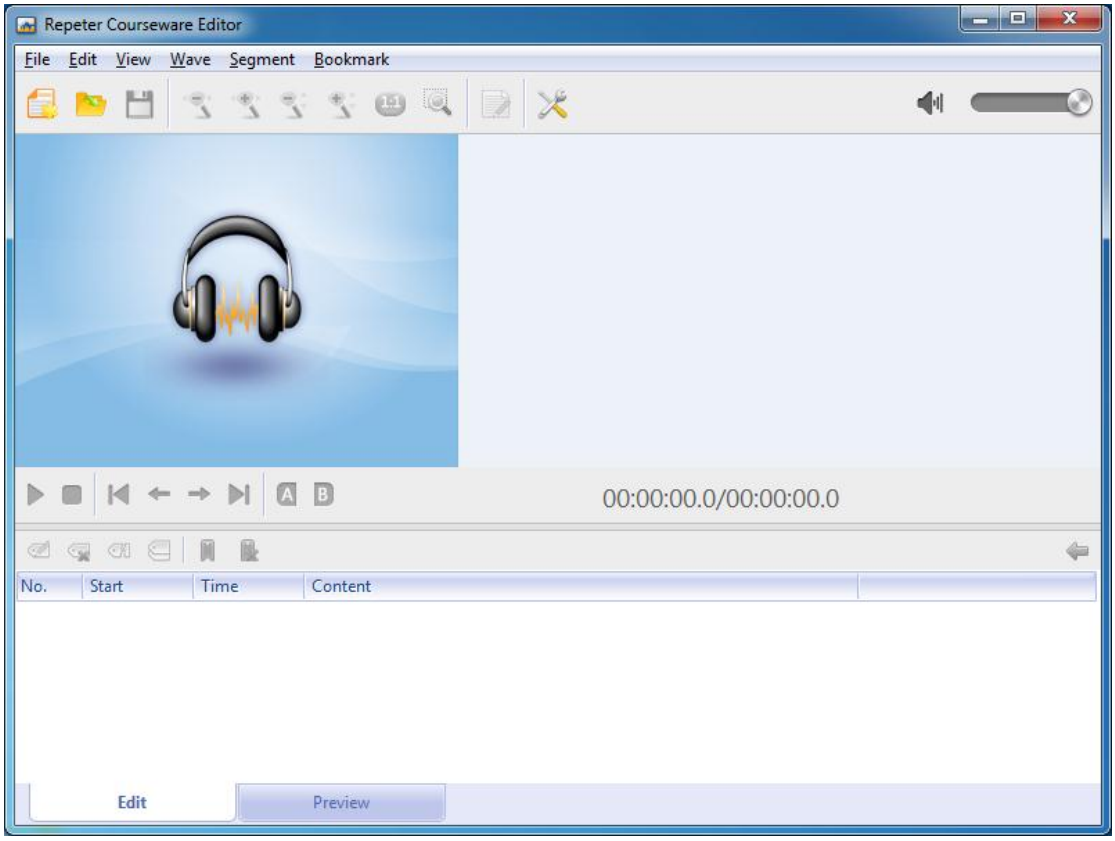
Confirm to add this recording

6. Teacher can Delete, Move Up, Move Down and Preview questions in Oral Test Editor;

7. Click button to save the test paper.

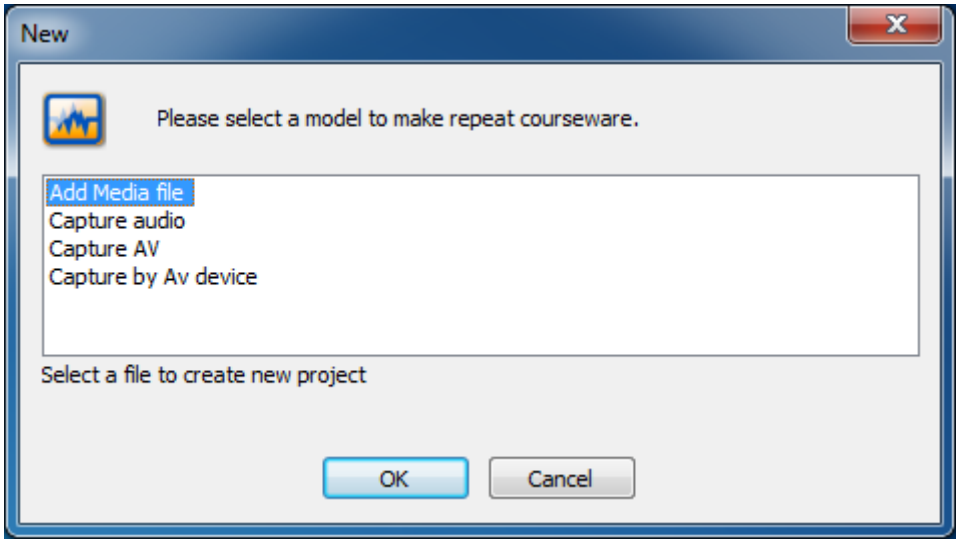
4.25.9.4 Repeater Courseware Editor

Repeater Courseware Editor is used to edit the courseware of Oral Training. The following dialog will pop up after teacher open **Repeater Courseware Editor**.



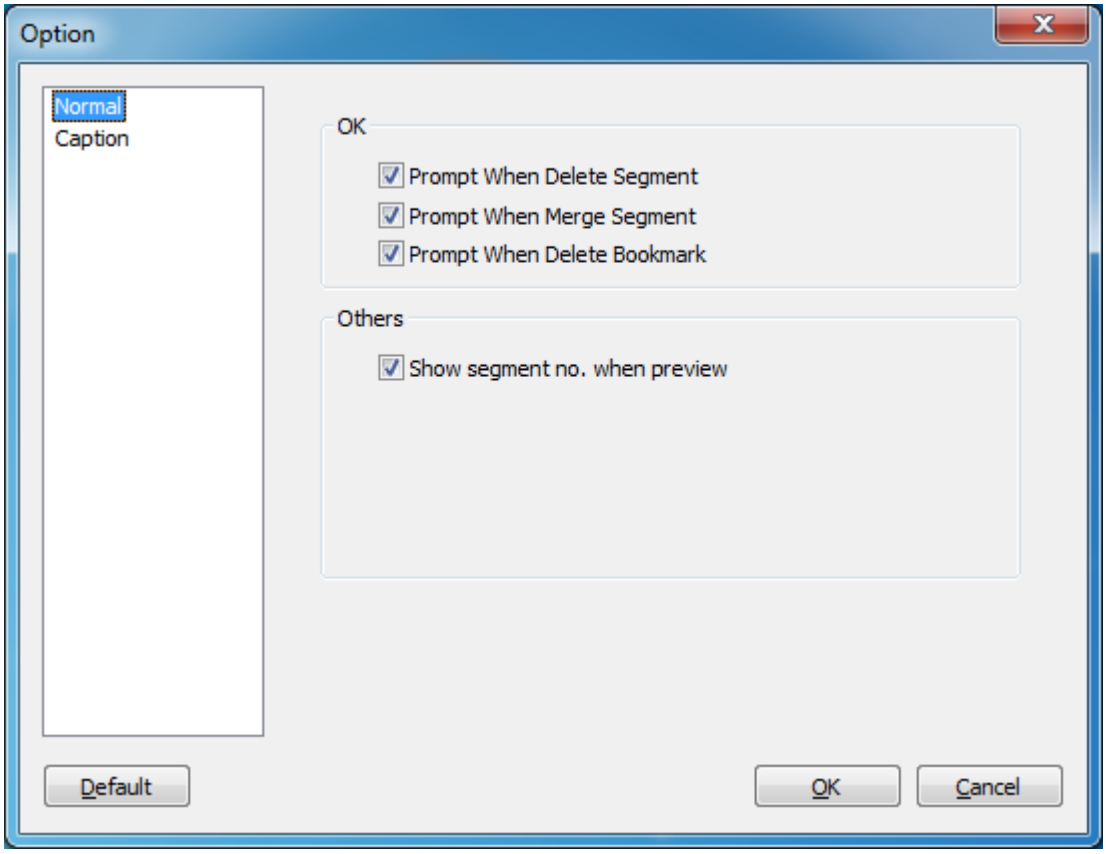
To Edit Repeater Courseware

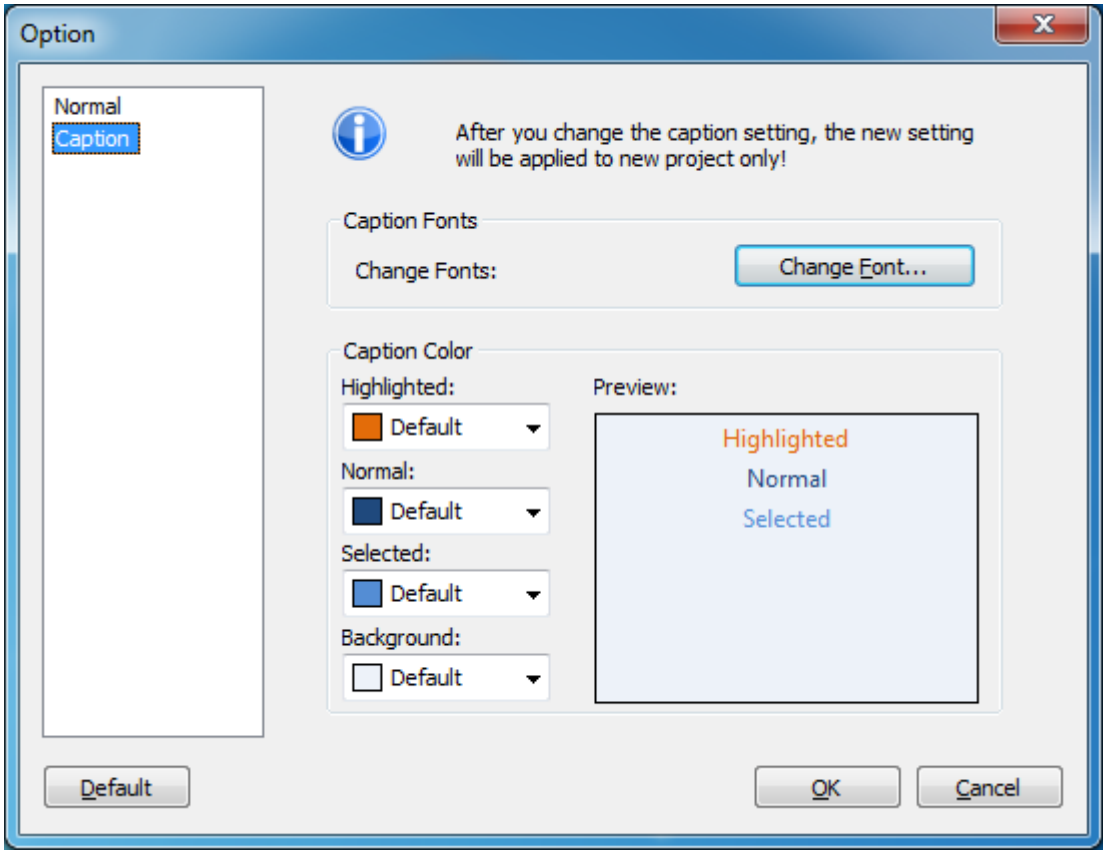
1. Click **File – New** or button to create a new repeater courseware, and then the following dialog pops up. Teacher can select a model to make courseware in this dialog.



2. Repeater Courseware Editor generates waveform automatically after importing media file. Teacher can Zoom Out or Zoom in the waveform according to his requests.

3. Teacher can select a section of waveform and click **New Sentence** button beside it. And then **New Sentence** dialog pops up, enter corresponding text in input box and click **OK**. This sentence will display in the sentence list.
4. In sentence list, teacher can **edit sentence**, **delete sentence**, **cut selected sentence** and **merge selected sentence**.
5. Teacher can also create a bookmark or delete a bookmark in sentence list.
6. Teacher can click **Preview** to preview the courseware. He can change align mode and caption font and color in **Preview** interface.
7. Teacher can click button to check or change some settings as below:





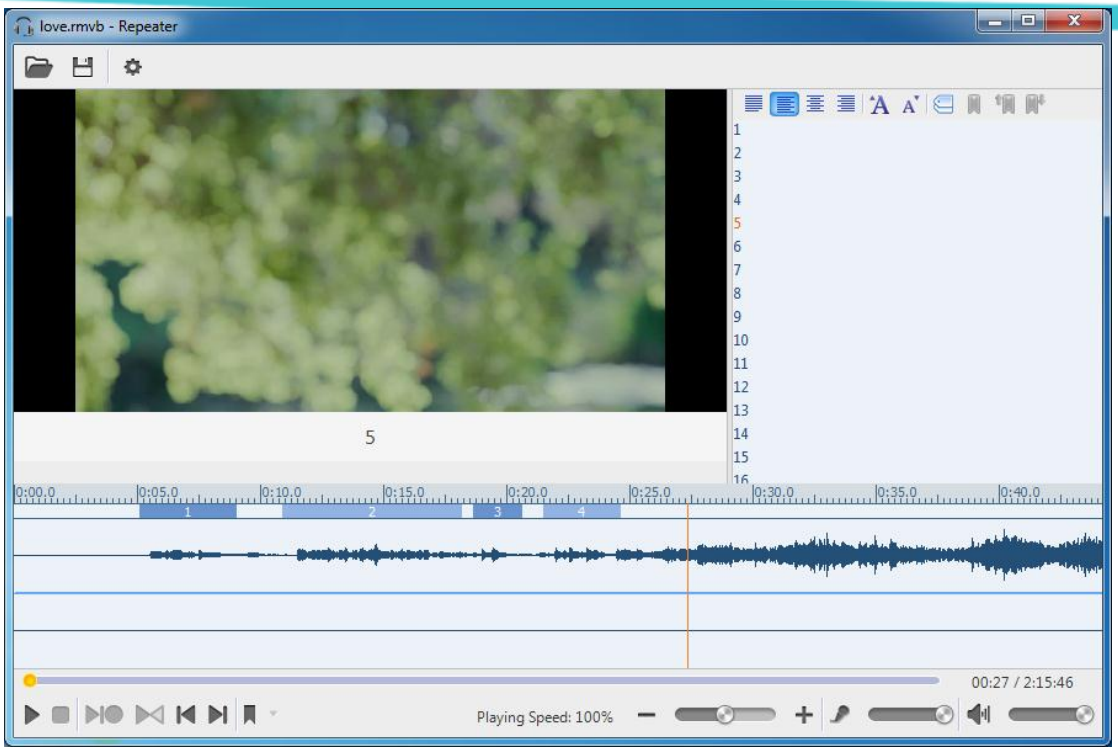
8. Click button to save the courseware.

4.25.9.5 Repeater

It is a stand-alone program.

To Use Repeater

Click **Assistant – Tool Box – Repeater** to open **Repeater**, and the following dialog will pop up.



Click button to open a file, and then the wave and subtitle of this file will display on this dialog.

Play or Pause: Teacher can play or pause repeat training;

Stop: Teacher can stop repeat training;

Record Reading-After Voice While Playing Original File: Select the case statement in the waveform and record reading-after voice while playing;

Repeat with Custom Mode: Repeat according to the mode set by teacher;

Compare: Compare reading-after voice to original voice;

Play previous sentence;

Play next sentence;

Set Bookmark: Skip to the bookmark to play media file.

4.25.9.6 Screen Record Tools

Screen Record Tools are used to record screen of teacher side computer.

Teacher needs to select a saving path after start Screen Record, and the following floating toolbar will display at the top of teacher's screen.

Screen pen: The detail function refers to Screen Broadcast.

Turn on camera: Turn on the camera of teacher side and record.

Start recording: Start recording after pause it.

Pause recording: Pause recording during **Screen Record**.

Stop recording: Exit **Screen Record**.

Teacher can play the video via Net Movie after finishing recording.

4.26 Silence On\Silence Off

4.26.1 Silence On

Choose one or more students and click to launch **Silence On**, the mouse and keyboard of these students will be locked, and they can't do any operation.

4.26.2 Silence Off

Choose one or more students who are being Silence On and click to launch **Silence Off**, the mouse and keyboard of these students will back to normal.

4.27 Auto Answer\Clear Student Call\ Forbid Student Call

4.27.1 Auto Answer

Click to let student who is calling speak automatically and launch **Voice Broadcast** and **Speak**.

4.27.2 Clear Student Call

Click button to clear all student calls.

4.27.3 Forbid Student Call

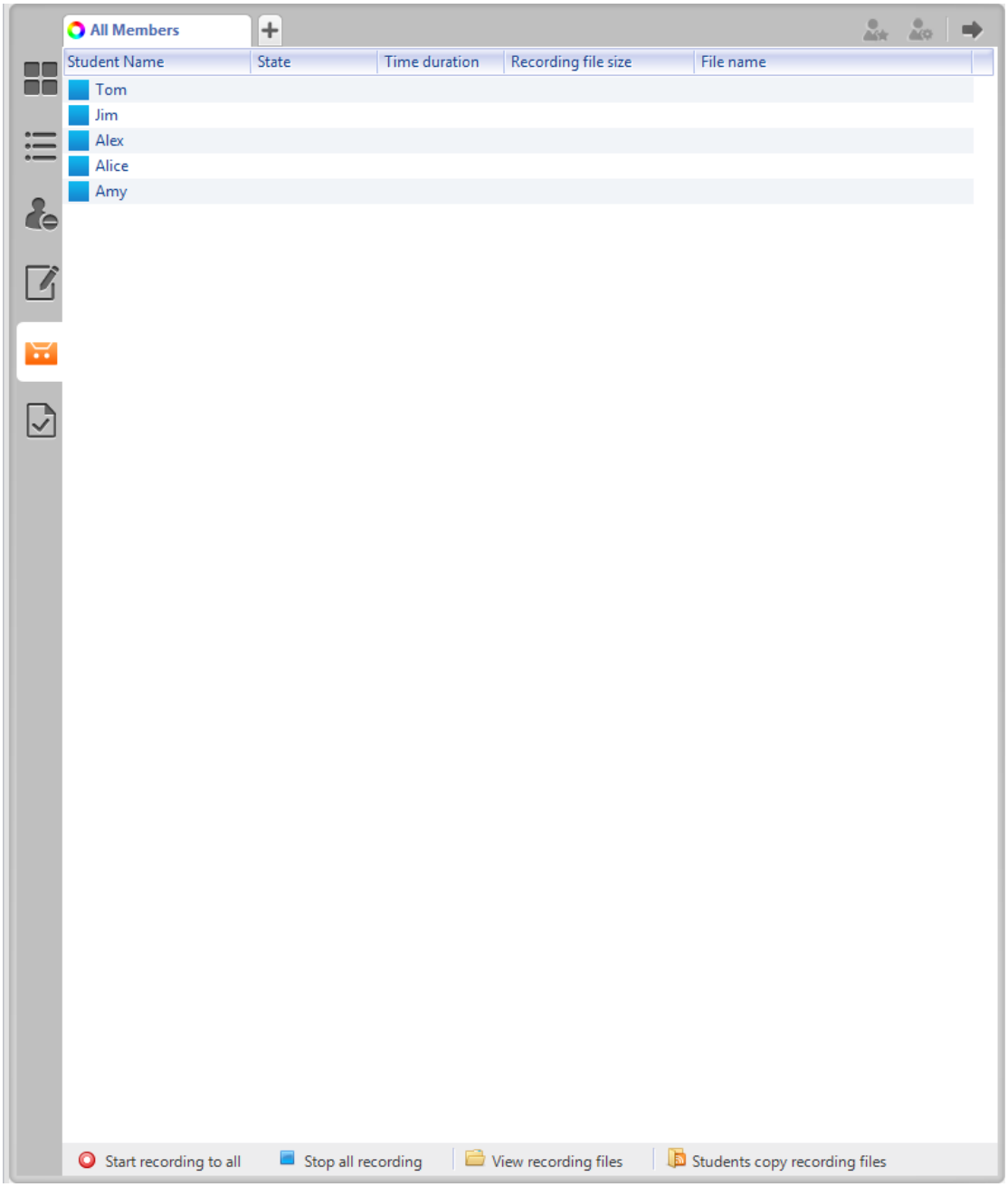
Click button to forbid student call.

4.28 Remote Voice Recording

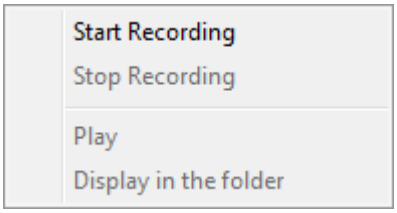
Remote voice recording is launched by teacher to record the voice of student side. Student also saves one copy of recording. Remote voice recording can be used with other functions at the same time.

To Launch Remote Voice Recording

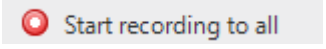
1. Click on assistant tool bar, class model will switch to Remote Voice Recording View as below;



2. Right click the student icon to start or stop recording;



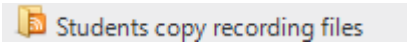
3. Teacher control the recording by using four buttons in Remote Voice Recording View as below;



Start recording to all: Push this button to record the microphone voice of all the students.

Stop recording to all: Push this button to stop all the recording.

Check recording files: Push this button to open the folder saving recording files.



Students copy recording files: Teacher open the folder saving recording files of student side for students copying recording files.

Notes
✧ Teacher can control voice recording independently.
✧ Remote voice recording is different from student recording, they can run together.

4.29 Whole-Process Recording

Click to start **Whole-Process Recording**. After teacher start **Whole-Process Recording**, the software will record all the voice of teacher side computer to a MP3 file. Teacher can check the recording files through the drop-down arrow beside the **Whole-Process Recording** button. The recording operation executes in background.

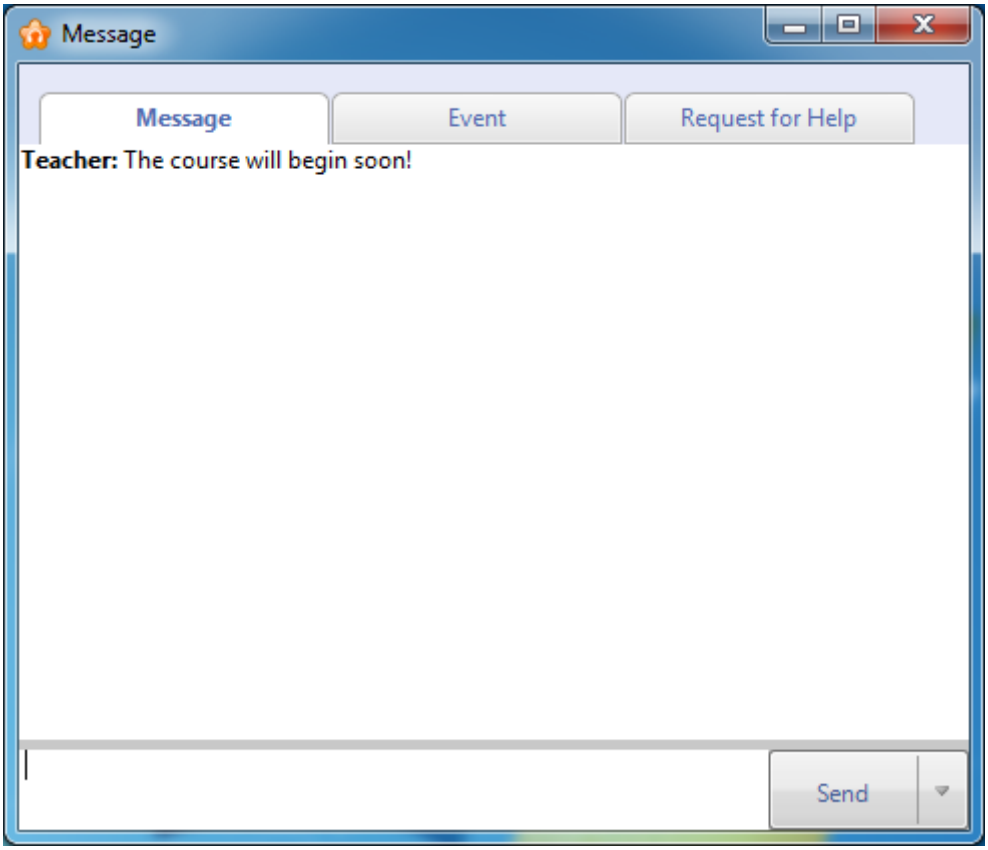
Notes
✧ Whole-Process Recording records all voice, include the voice of microphone, the voice of computer, the voice of external device, and speak voice of students.
✧ Whole-Process Recording can record for a long time.

4.30 Check History Message/ Check History Event

4.30.1 Check History Message

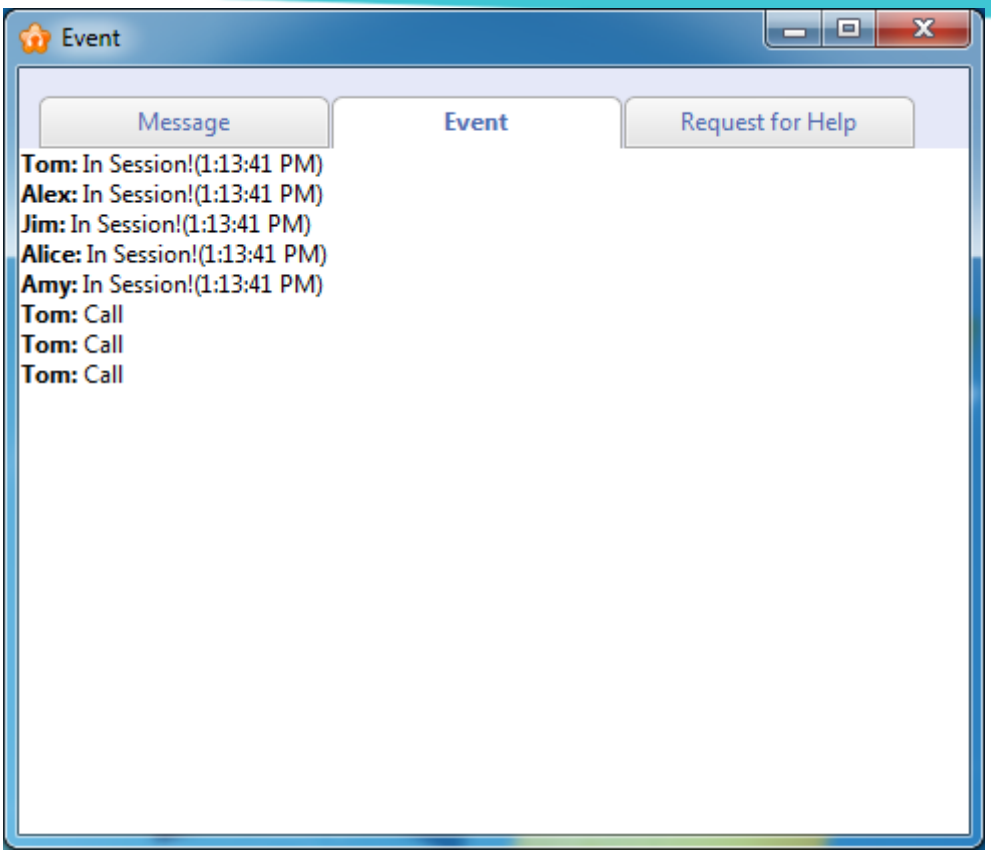
Teacher can click to open **History Message** dialog. He can sent message to

students and receive message from students through this dialog. Besides, teacher can forbid students send message.



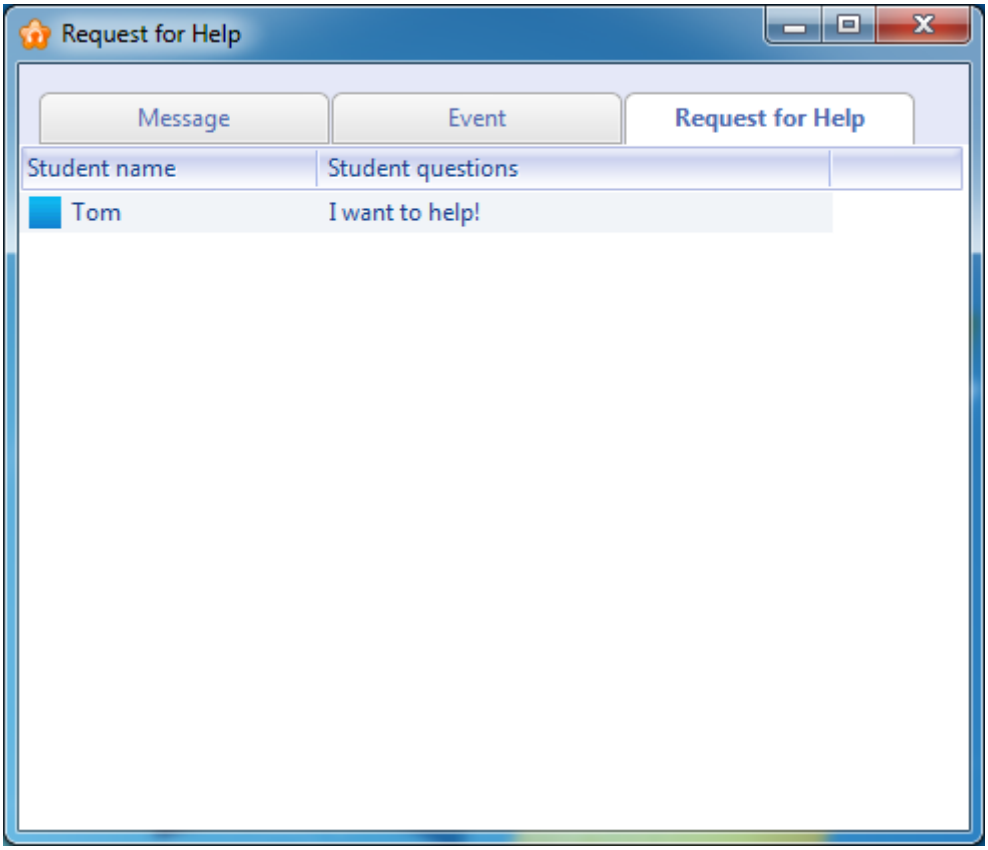
4.30.2 Check History Event

Teacher can click to open **History Event** dialog. He can see some information in this dialog, such as student login, student log-off, student connection request, student file submission, student call, low system memory in the student-side computer and so on.



4.31 Request for Help

Teacher can click **Request for Help** button to open **Request for Help** dialog and see the requests of students. Teacher can select one student and right click this student, and then choose Speak, Intercom or Monitor & Control from drop-down list to help this student. He can also clear all requests.



4.32 Reset to All

Teacher can click **Reset to All** button to stop all the teaching functions at any time, and all the students which attended the teaching will return to original state.

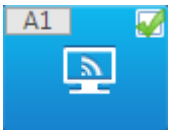
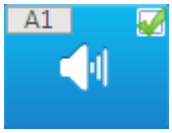
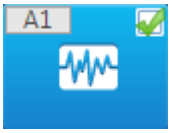
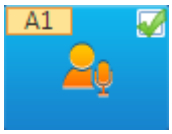
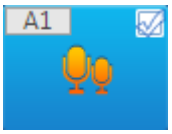
Note
✧ The students which didn't attend the teaching won't be affected.

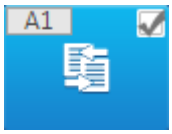
4.33 View

This software provides 6 kinds of views, and they are Monitor View, Report View, Policy Control View, Test View, Remote Voice Recording View and File Submission View.

4.33.1 Monitor View

Monitor View is the most important view of this software. In this view, teacher can see the states of students directly. The following table shows the various icons and the meanings of each icon.

State Icon	Description	State Icon	Description
	Student is calling.		Student is receiving Screen Broadcast.
	Student is receiving Voice Broadcast.		Student is attending Oral Training.
	Student is speaking.		Student is talking with teacher through intercom.
	Student’s voice is being monitored by teacher.		Student is receiving Net Movie.
	Student is chatting with others.		Student is attending Oral Test.
	Student is attending Quiz.		Student is being monitored by teacher.

	Student is being required to keep silence.		Student is receiving live broadcast.
	Student is attending Group Teaching.		Student is attending Survey.
	Student is receiving files.		Student is making simultaneous interpretation.

4.33.2 Report view

In this view, teacher can see the detail information of student side, such as Student Name, Computer Name, IP Address, MAC, State of Audio Device and processes. Besides, teacher can define the information displayed in this view.

4.33.3 Policy Control View

Policy Control View consists of Web Policy, Application Policy and USB Disk Policy.

The functions of this view refer to Web Policy,Application Policy and USB Disk Policy.

4.33.4 Test View

After teacher click **Test** button, it will auto switch to Test View. In this view, teacher can see the information of tests launched recently and execute some operations on these tests, such as Test, View and Delete.

4.33.5 Remote Voice Recording View

After teacher click **Remote Voice Recording** button, it will auto switch to Remote Voice Recording View. The functions of this view refer to Remote Voice Recording.

4.33.6 File Submission View

The functions of File Submission View refer to File Submission Policy.

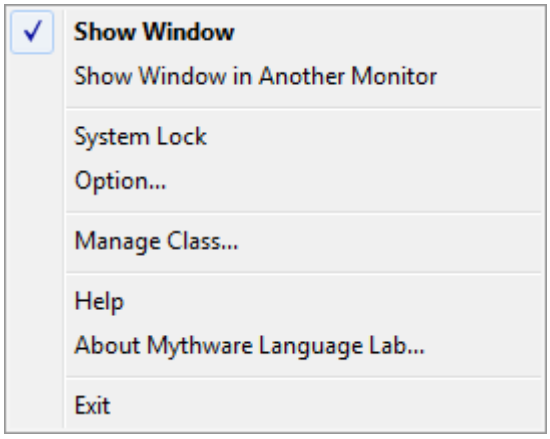
4.34 The Functions of Title Bar

4.34.1 Language Changing

Teacher is able to choose the language from **Simple Chinese**, **Traditional Chinese** and **English**.

4.34.2 Menu

The **Menu** has the following functions.



If the teacher starts the class with dual monitor, he can click **Show window in another monitor** button to switch the window of teacher side software between two monitors.

Teacher can click **System Lock** button to lock this software. And he should enter the password to unlock this software.

Teacher can click **Option** button to open **Option** dialog. The detail information please refers to Option.

Teacher can click **Manage Class** button to open **Manage Class** dialog. The detail information please refers to Manage Class

Teacher can click **Help** button to open the help documentation of this software.

Teacher can click **About Mythware Language Lab** button to view the version, user name, company name, serial number, user number and time limit.

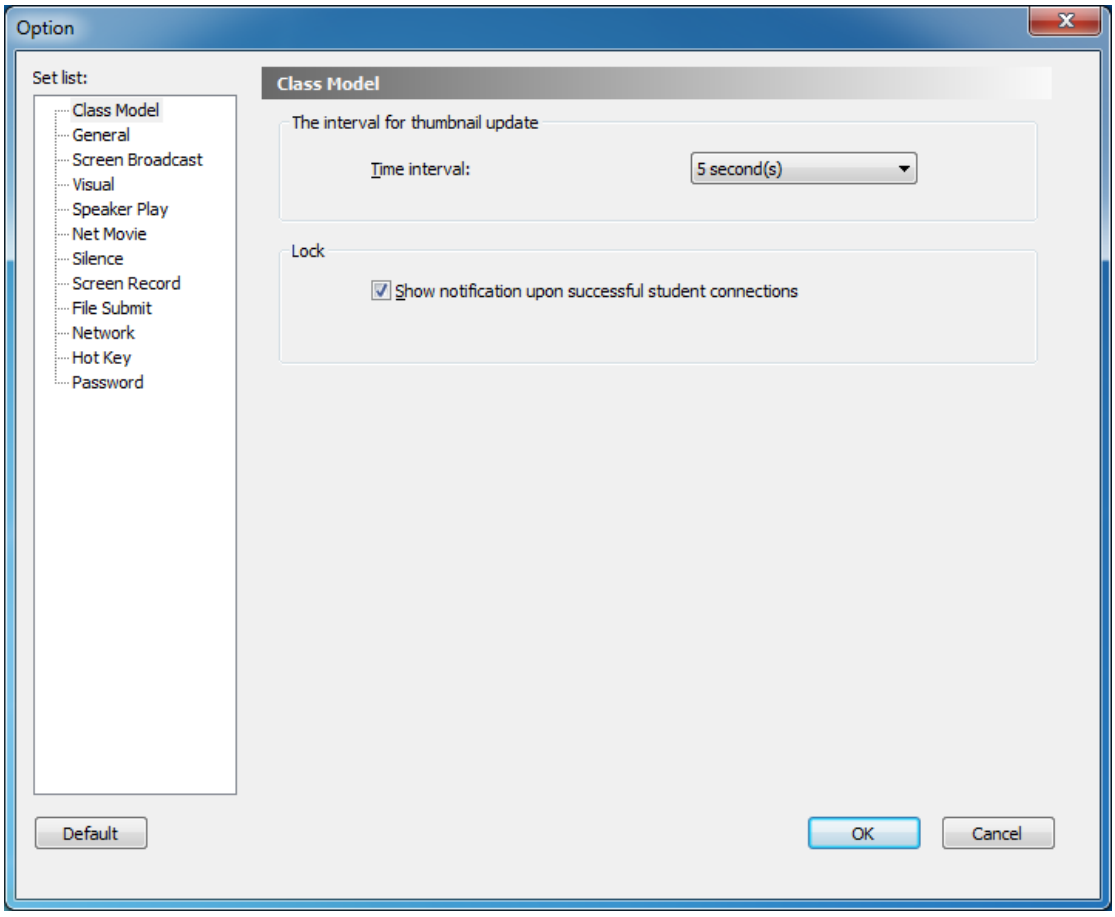
Teacher can click **Exit** to exit this software.

4.34.3 Option

In **Option**, teacher can set the software according to their need.

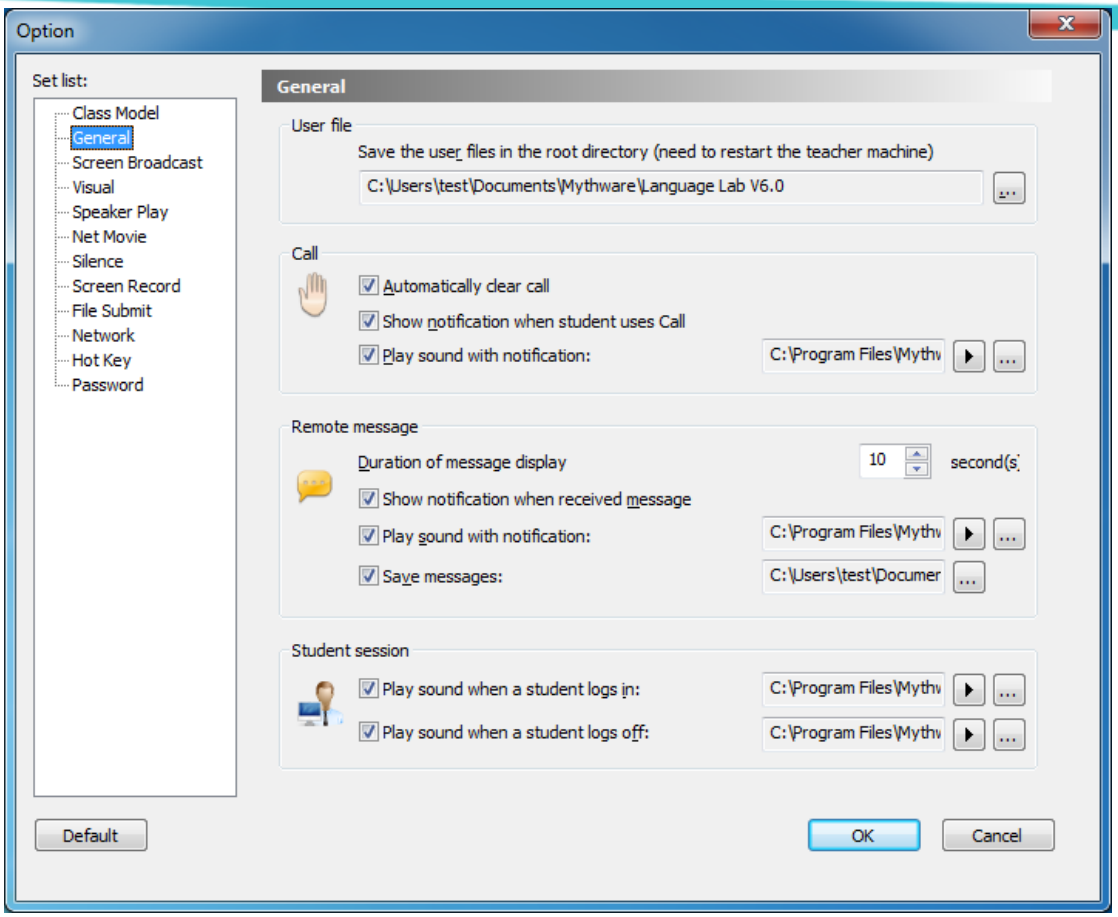
4.34.3.1 Class Model

Teacher can set the interval for thumbnail update and whether to show notification upon successful student connections in this tab.



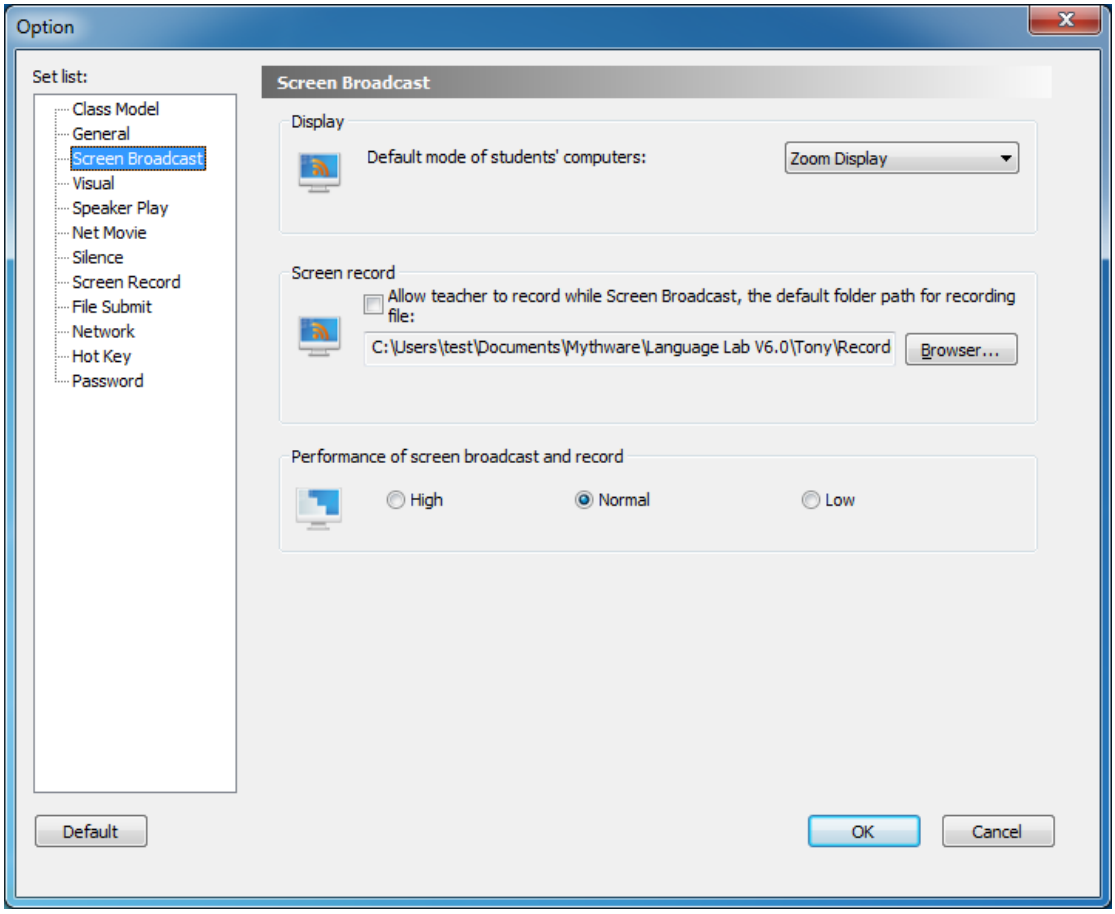
4.34.3.2 General

In this tab, teacher can set the root directory to save the user files and the information about Call, Remote message and Student session.



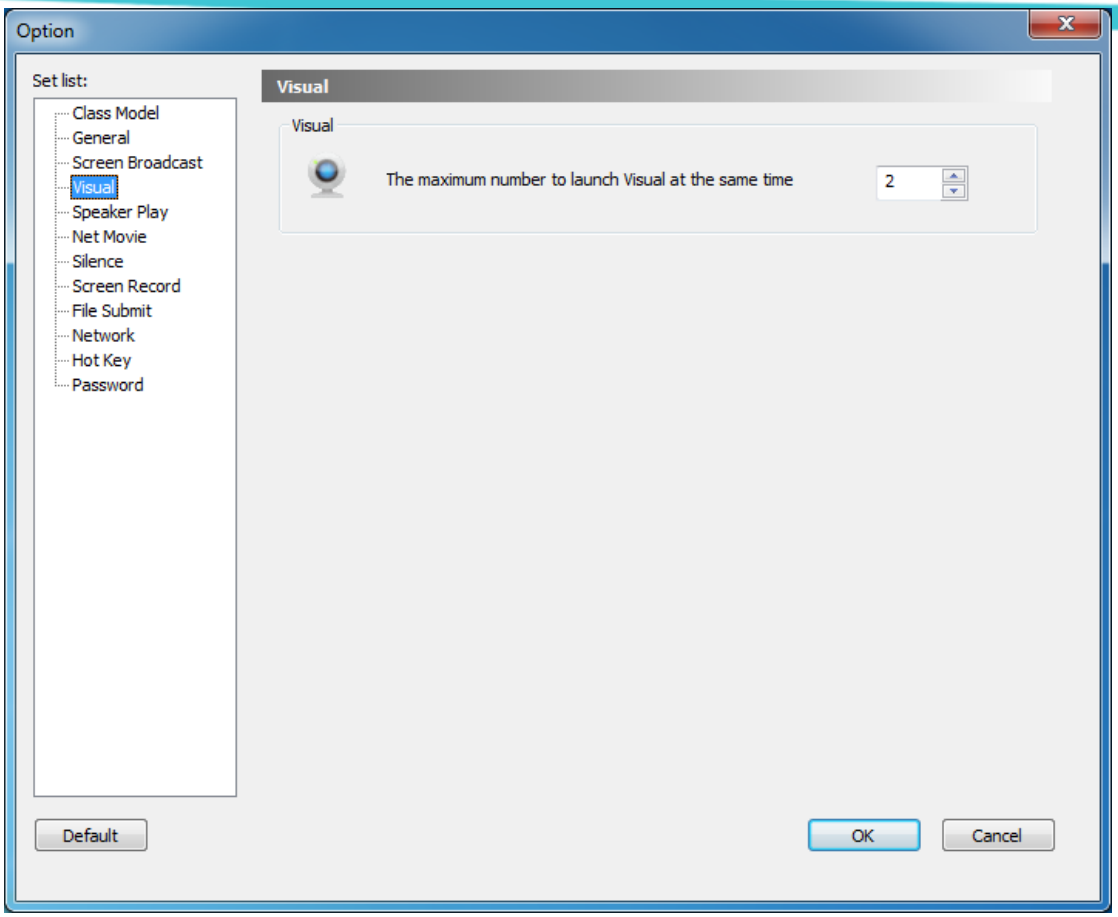
4.34.3.3 Screen Broadcast

In this tab, teacher can select the default mode of student side during **Screen Broadcast** process. Besides, teacher can set the saving path and performance of screen record during **Screen Broadcast** process.



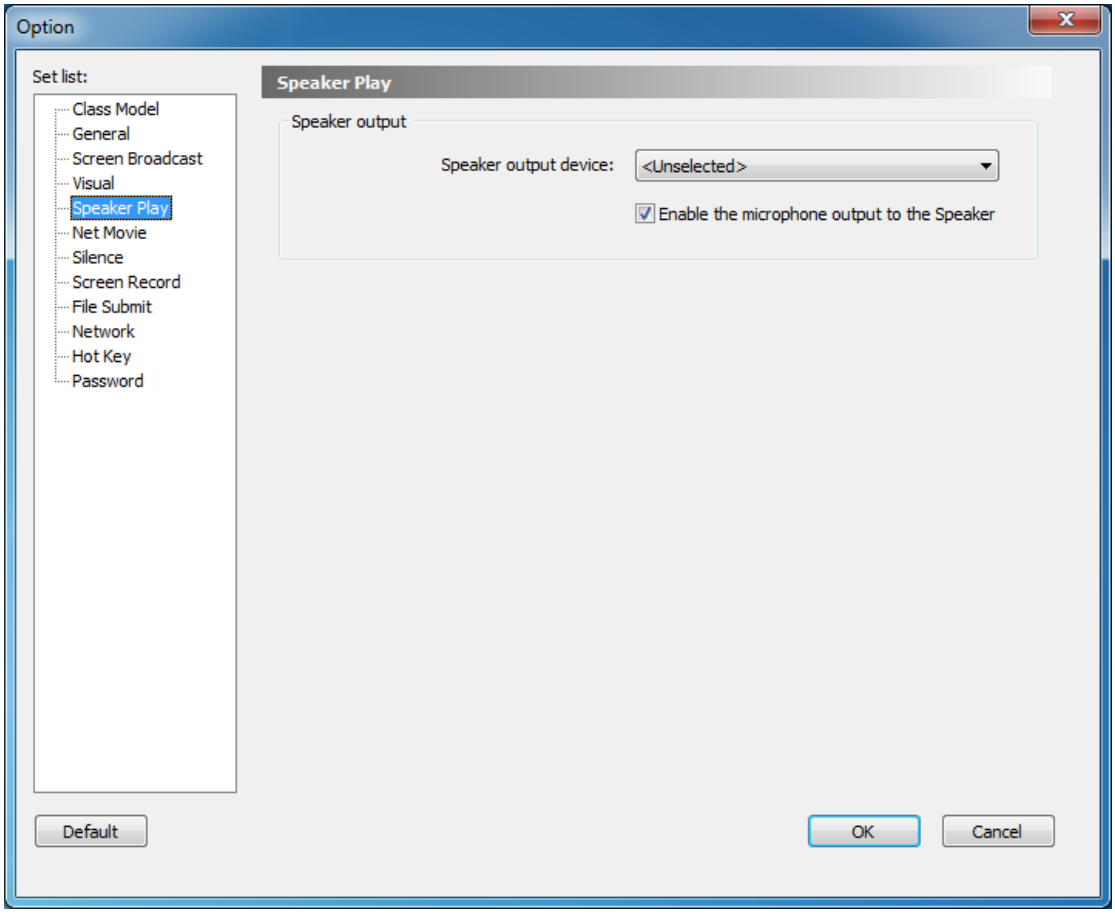
4.34.3.4 Visual

In this tab, teacher can set the maximum number to launch Visual at the same time.



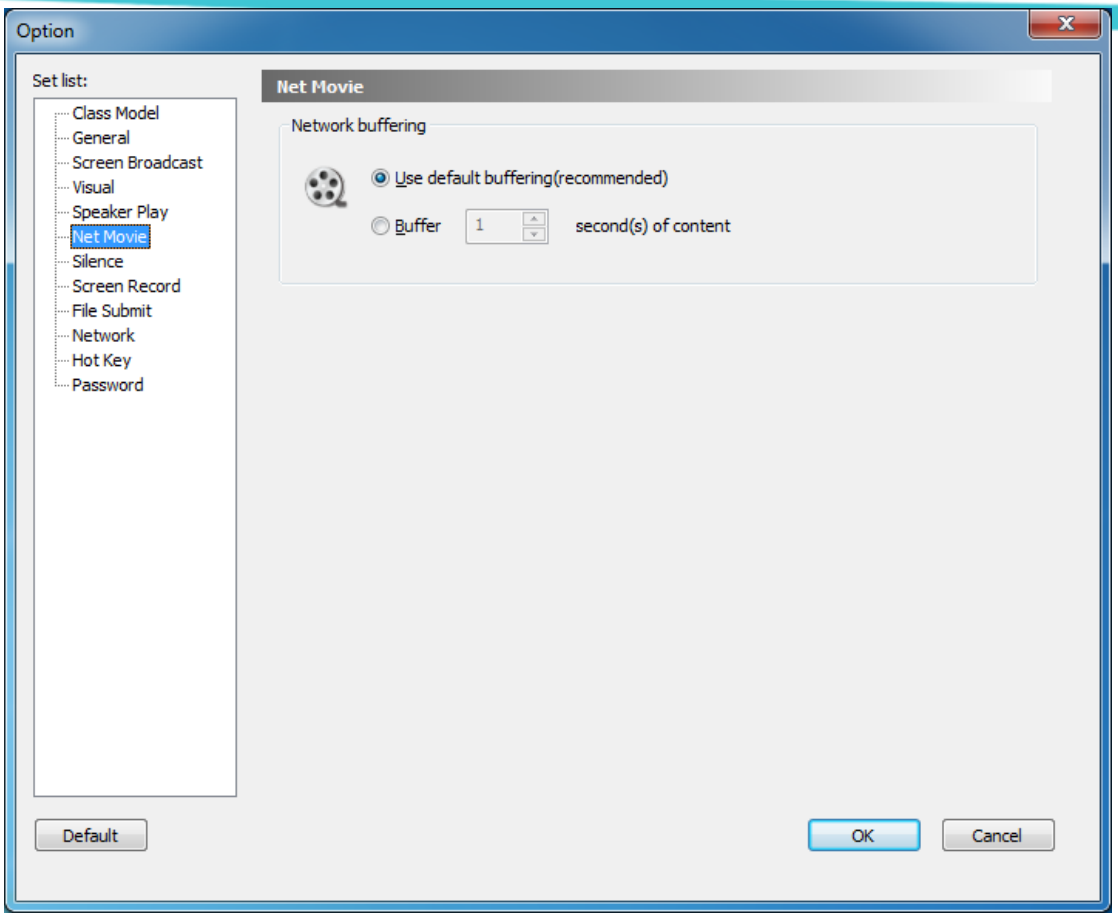
4.34.3.5 Speaker Play

In this tab, teacher can select the speaker output device.



4.34.3.6 Net Movie

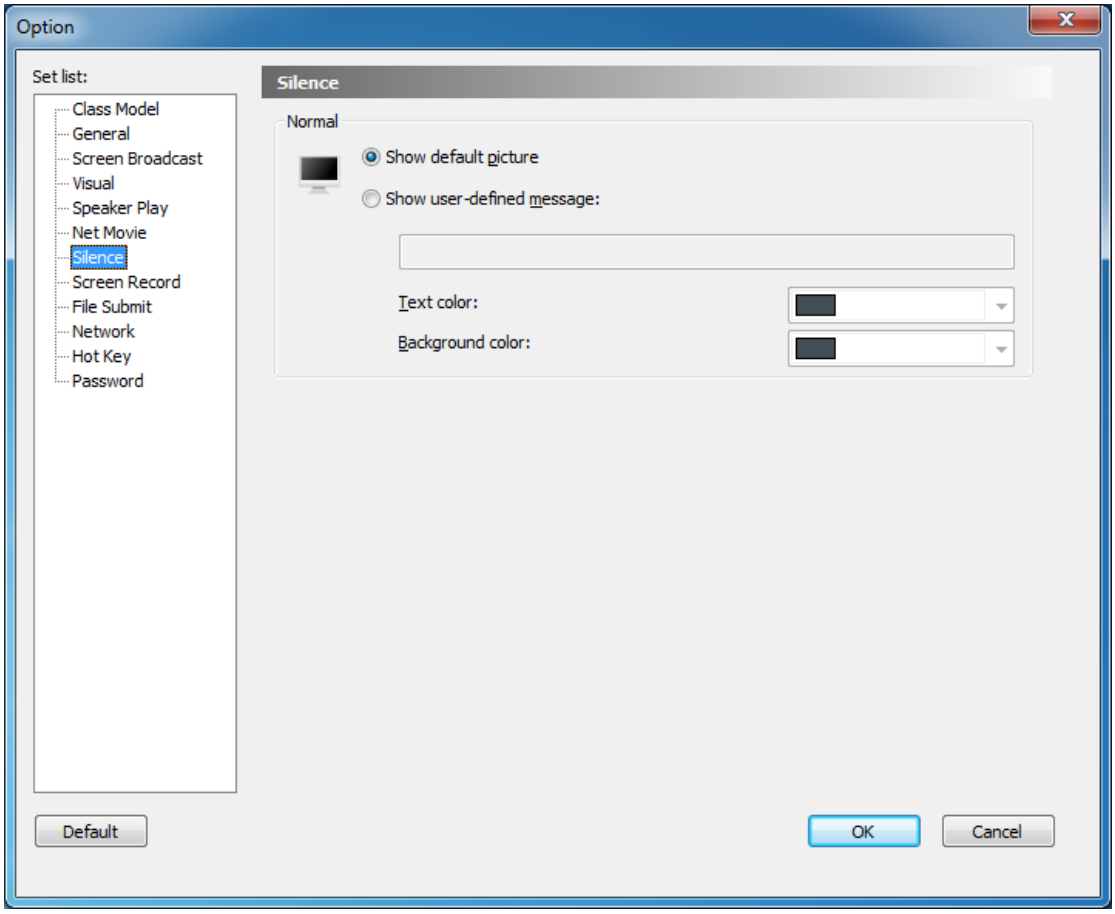
In this tab, teacher can set the buffering of net movie.



4.34.3.7 Silence

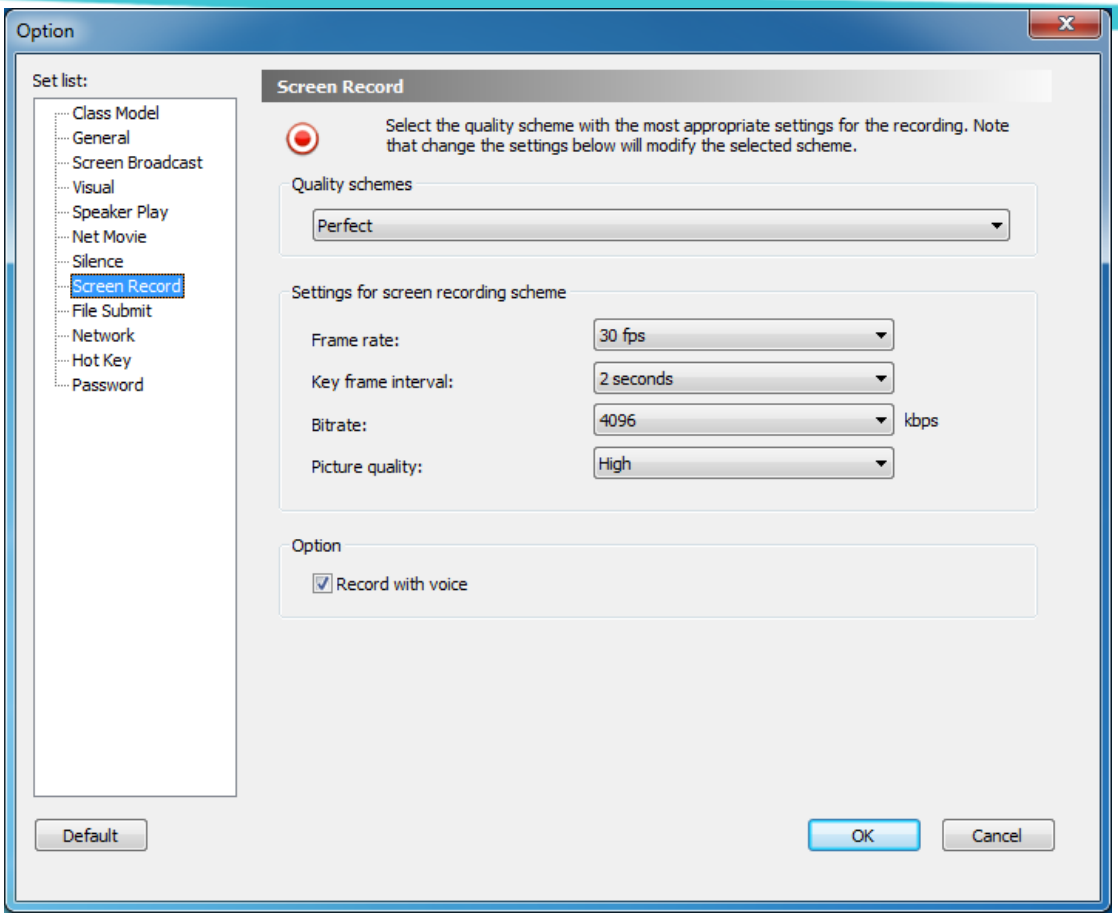
In this tab, teacher can set the content, text color and background color of the message which displays on students' screen when executing **Silence**.

=



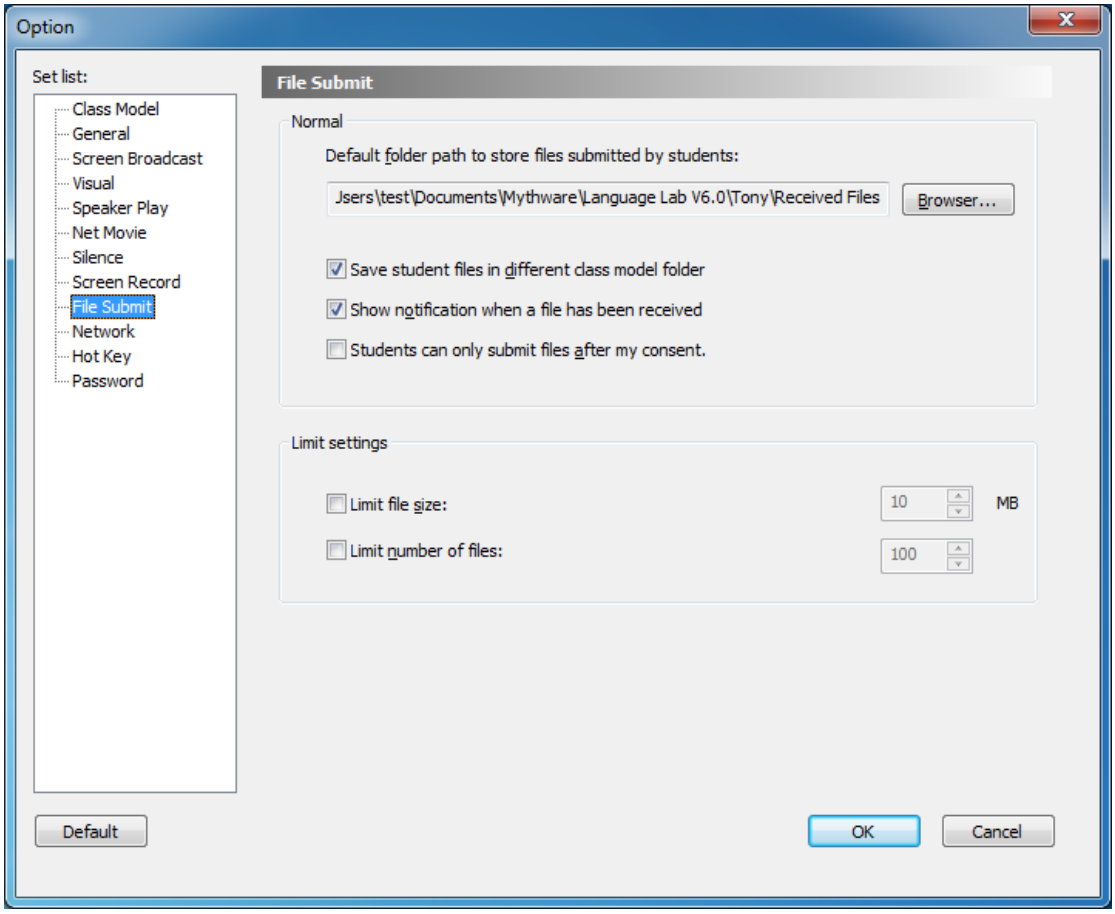
4.34.3.8 Screen Record

In this tab, teacher can set the quality scheme, recording scheme, and whether to record the voice during screen record.



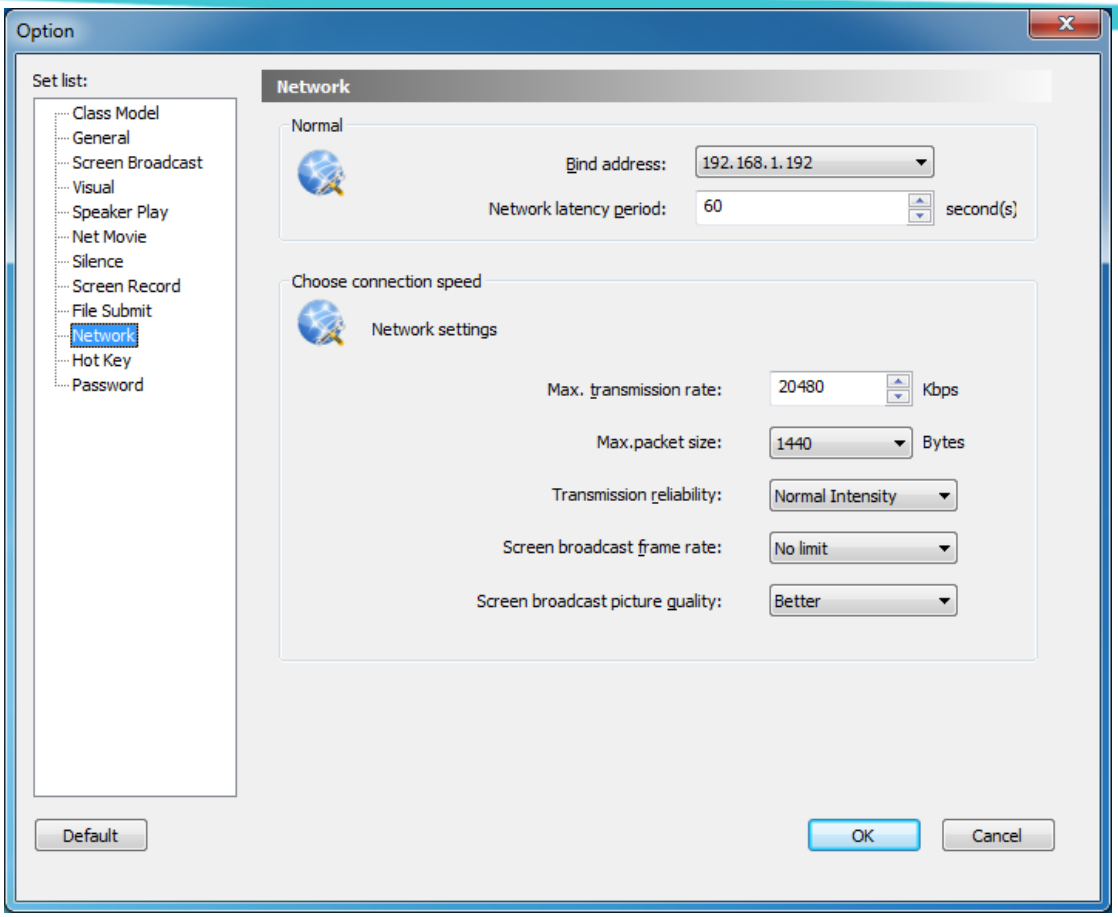
4.34.3.9 File Submission

In this tab, teacher can select the folder which is used to save files submitted by students, and they can set the limitation of file size and number.



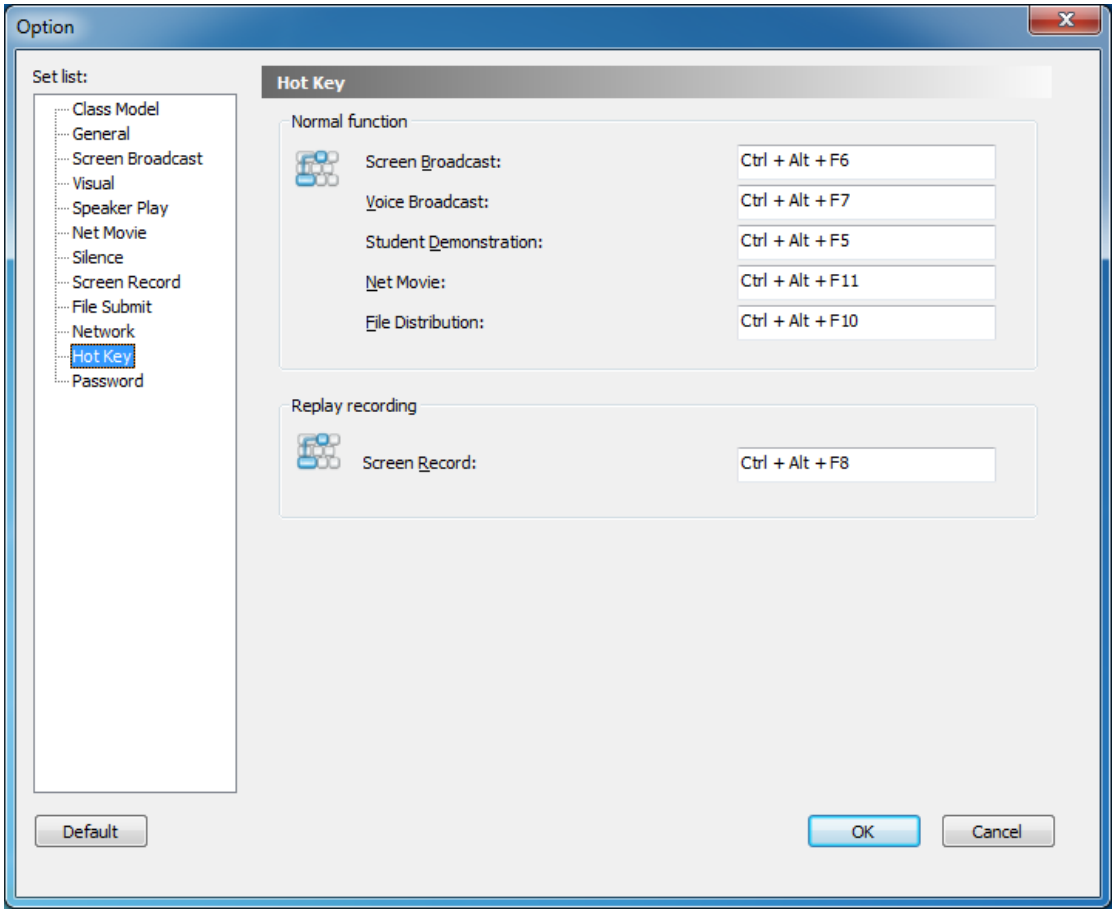
4.34.3.10 Network

In this tab, teacher can select an IP address to bind with teacher side and set the latency period of network. Besides, he can set some other fields of network.



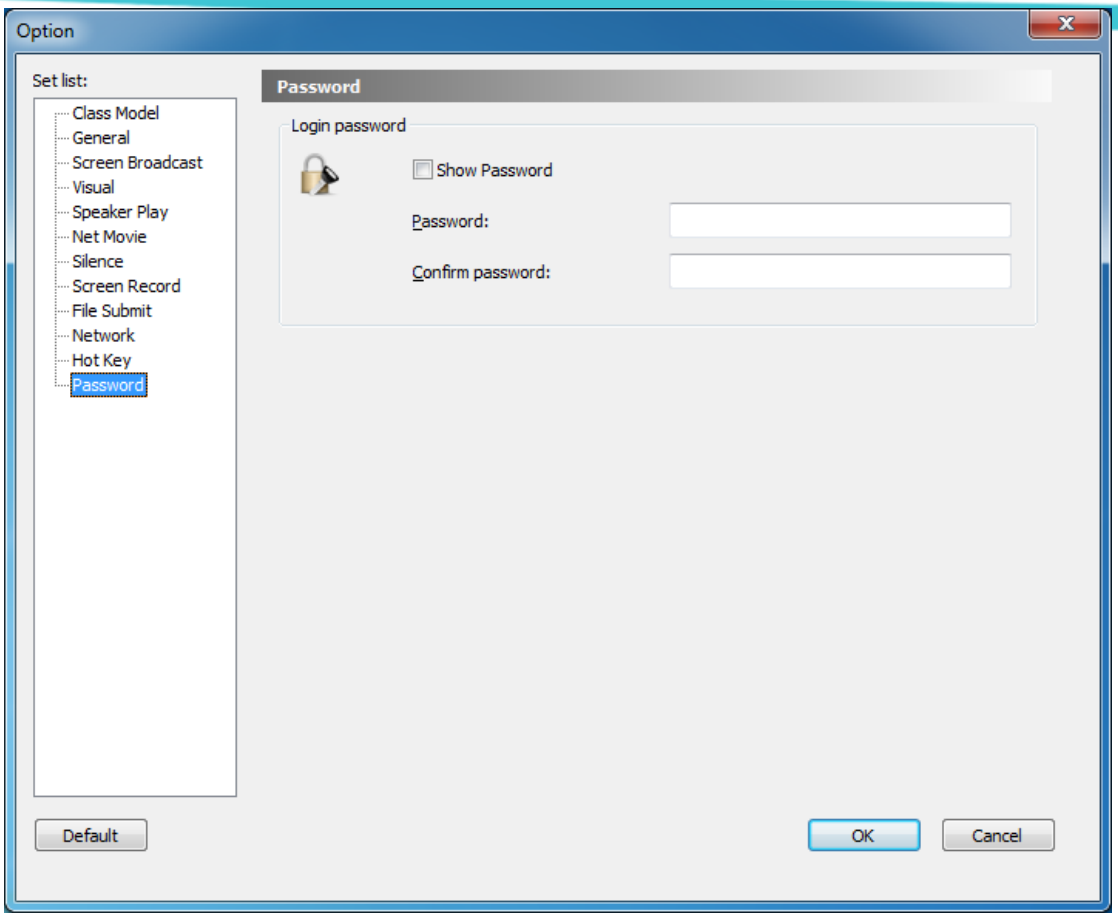
4.34.3.11 Hot Key

In this tab, teacher can set hot key for some common functionalities.



4.34.3.12 Password

In this tab, teacher can set the **Login password**.


Option
Set list:
Class Model
General
Screen Broadcast
Visual
Speaker Play
Net Movie
Silence
Screen Record
File Submit
Network
Hot Key
Password
Password
Login password
Show Password
Password:
Confirm password:
Default
OK
Cancel

5 Starting student side

The default settings of student side

1. Auto initiate student side when the system starting;
2. Auto login to the teacher side of the same channel after starting student side;
3. Auto minimize to taskbar after login. If the connection isn't successful, the icon in taskbar is gray.

To prevent student side from out of the control of teacher side, the student side is equipped with functions such as **Process protection** and **Screen-Lock on Disconnection**.

To prevent students from changing the settings of student side, the student side is equipped with **Administrator password**.

6 The Interface of Student Side

After the student side is initiated, the following toolbar will display on the top of the desktop.

Volume setting: to adjust the volume of computer and microphone.

Call: to call teacher.

Send message: to send messages to teacher.

Request for help: to ask teacher for help when having problem.

Record voice: to record and save the voice of computer and microphone.

View recording files: to open the folder which is used to save recording files.

File submission: to submit assignments to teacher.

View files from teacher: to open the folder which is used to store the files received from teacher.

Conference Call: to communicate with the other students.

Media on demand: to demand the courseware provided by teacher.

7 The Functions of Student Side

7.1 Call

Students can use this function to call teacher during the class.

To Launch a Call

1. Click icon on floating toolbar;
2. After launching a call, this student's icon in **Monitor View** of teacher side will become **Call** state.

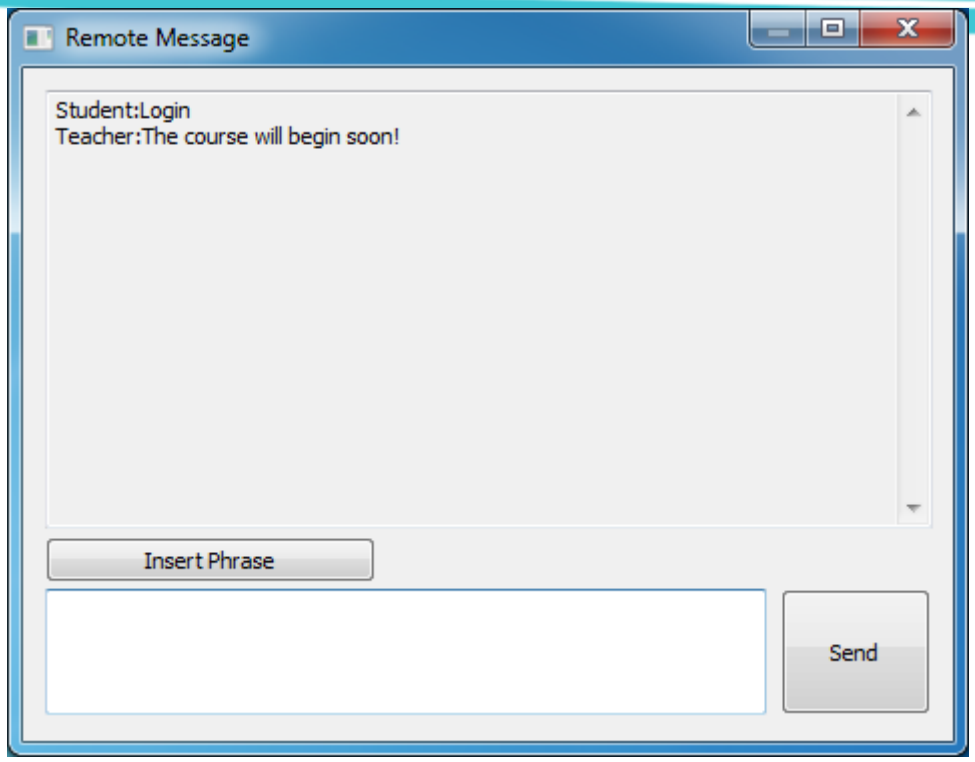
Notes
✧ Students can also execute the **Call** function by pressing function Scroll-Lock key on the keyboard. The function Scroll-Lock key is the default hot key set in the software. **Students** can use this hot key to perform the **Call** function at any time.
✧ Students are not allowed to call when the **Call** function is disabled by teacher. If the teacher set the call policy as **Auto Answer**, Students will access to the state of **Speak** after launching a call.

7.2 Send Message

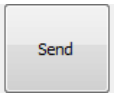
Students can communicate with teacher by sending text message during the class.

To Send Message

1. Click icon on floating toolbar, and then the following dialog will pop up:



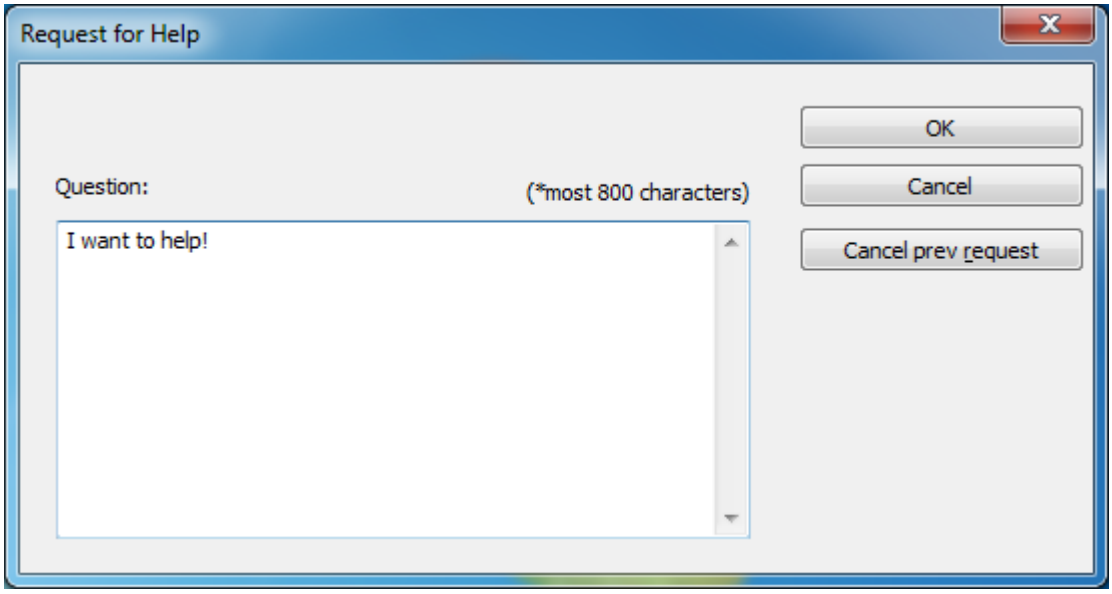
2. Type text message in the input box;

3. Click  button to send.

Notes
✧ Click the **Insert Phrase** button and you can insert common phrases in the input box.
✧ If the **Send Message** function is disabled by teacher, students will not be allowed to send message and the **Send** button will be gray.

7.3 Request for Help

If students have any problems, they can click button to ask teacher for help. And then the following dialog will pop up.



To Request for Help

1. Type the problems in the input box;
2. Click **OK** to send the request to teacher.

7.4 Record Voice

Students can use this function to record the voice of computer and microphone.

To Record Voice

1. Click button on floating toolbar;
2. Click button on floating toolbar to stop recording.

Note

✧ It will record 2 files after students click **Record Voice**, one of them only contains the voice of microphone, while the other contains the voice of computer and microphone.

7.5 View recording files

Students can use this function to open the folder which is used to save recording files.

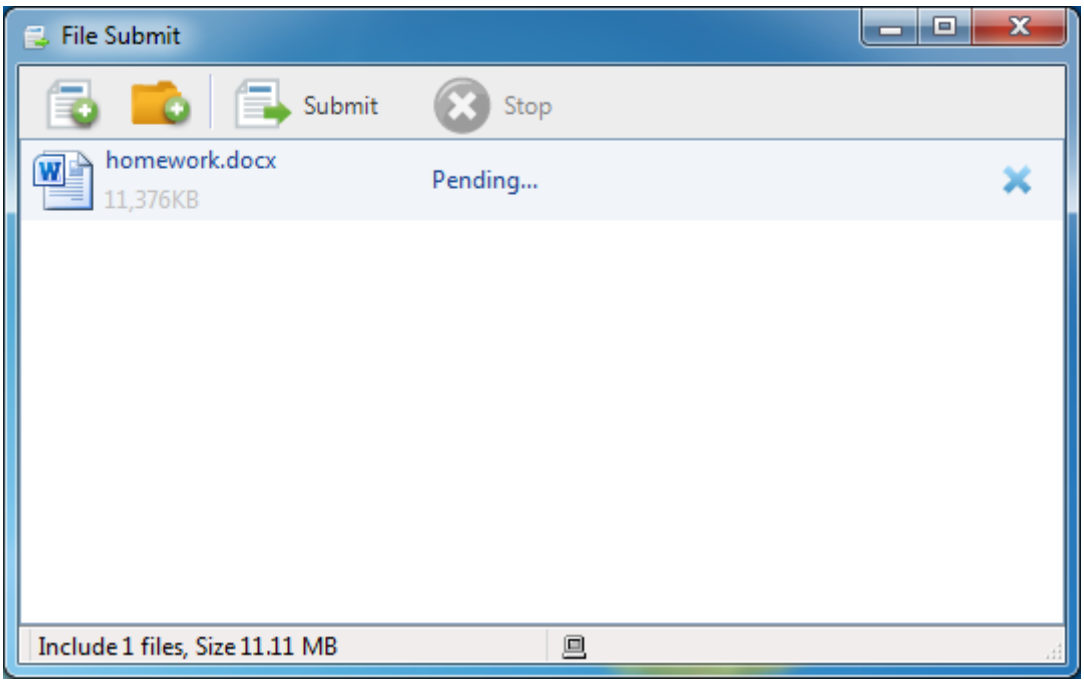
To Check the Recording Files

1. Click button on floating toolbar;
2. The folder which is used to save recording files pops up.

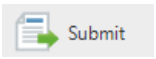
Note
✧ If the student doesn't record, this button will be gray.

7.6 File Submission

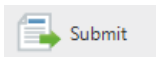
Students can use this function to submit assignments. After they click button, the **File Submit** dialog will pop up.



To Submit Files

1. Click button on floating toolbar;
2. Click button to add a file, or click button to add a folder;
3. Repeat step 2 until you have added all the files and folders you want to submit;
4. Click 

button to send the file submission request to teacher. If the teacher accepts the request, these files will start submitting automatically. If the teacher rejects the request, the student will get a message:" **Submission rejected! Teacher doesn't want you to submit any files now. Please submit later.**"

Notes
✧ Teacher is able to change the **File Submit** policy. If the teacher set the policy as **Enable**, the files will start submitting after the teacher allows. If the teacher set the policy as **Disable**, the student will get a message:" **Teacher won't allow student to submit files now, please try later.**"
✧ If the teacher allows students submit files without his consent, the files will start submitting after students click  button.
✧ The teacher is able to set a limit on the number and size of the files submitted at a time. If the file submitted by students beyond the limitation, these students will get corresponding prompts.
✧ Students can click **Stop** button to stop this submission during **File Submit** process.

7.7 View files from teacher

Students can use this function to open the folder which is used to save files received from teacher.

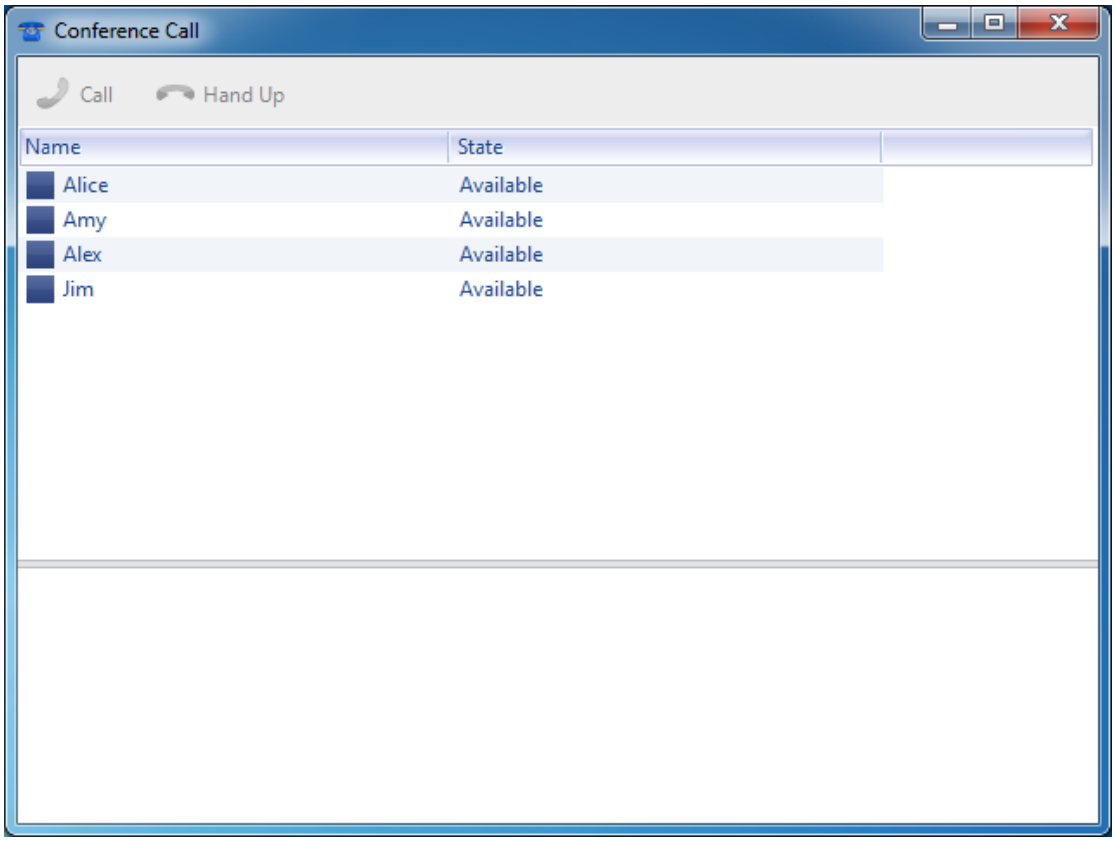
To View Files

1. Click button;
2. The folder which is used to store the files received from teacher pops up.

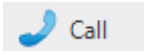
Note
✧ If the teacher doesn't provide any file, this button will be gray.

7.8 Conference Call

Students can use this function to communicate with each other, and they can use text or voice to communicate during **Conference Call**. The following dialog will pop up after students click button.



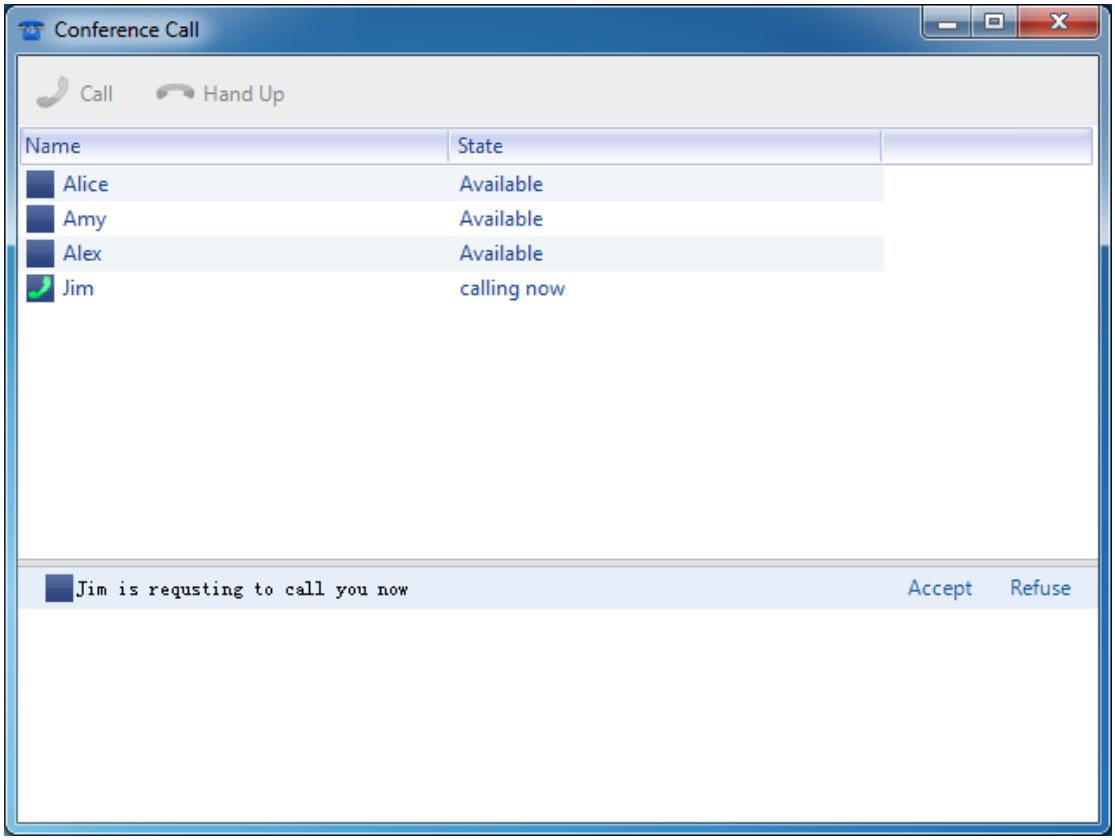
To Call a Classmate

1. Select one classmate you want to call, and click 

button.
2. Wait for the classmate to answer, and the being-called dialog appears on the desktop of the being-called student.
3. You can talk with each other after the classmate accepts the call. Otherwise, you can't communicate with him.

To Cancel a Call

1. Click **Cancel** button in **Conference Call** dialog. The being-called dialog is as following:



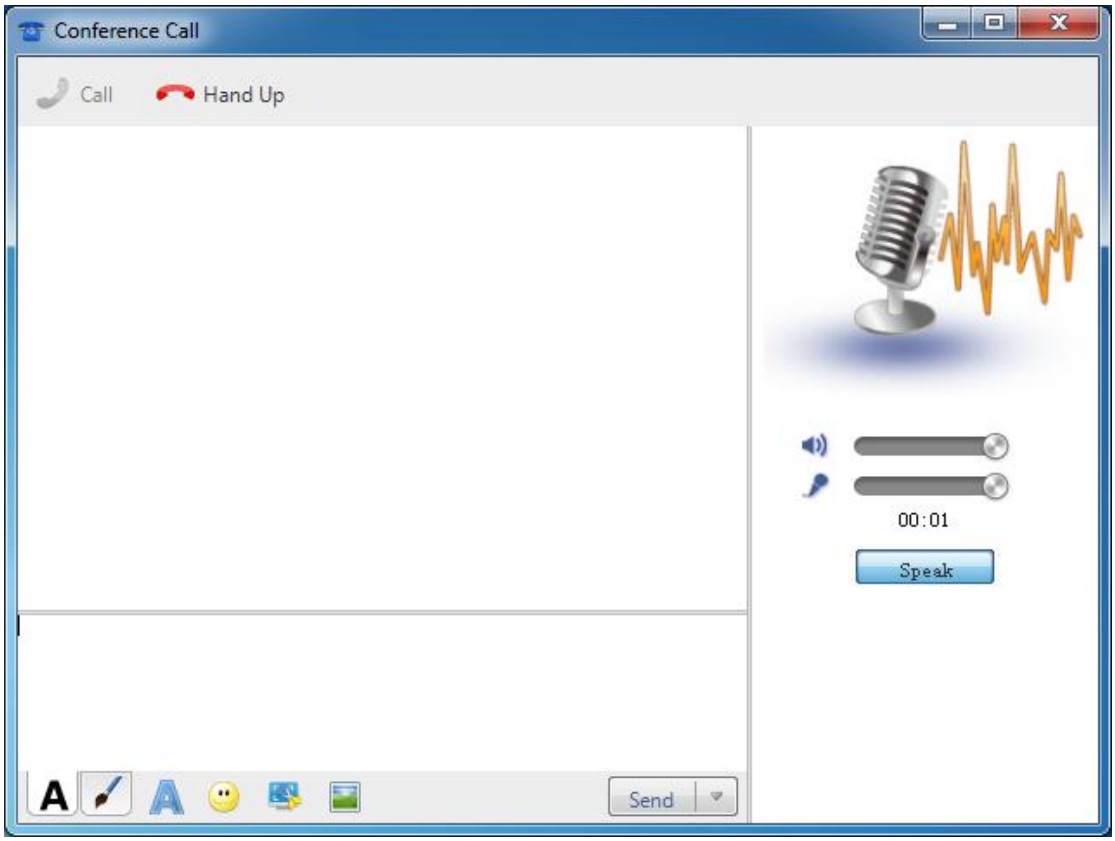
To Accept a Call

1. Click **Accept** button in **Conference Call** dialog.

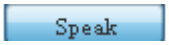
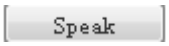
To Refuse a Call

1. Click **Refuse** button in **Conference Call** dialog.

After the being-called student accepts the call, the following dialog will pop up on the desktop of their computers.



To Send the Voice

1. The two students can speak after the being-called student accepts the call;
2. Click  to stop voice speaking;
3. Click  to start voice speaking.

To Send Text Message

1. Enter the text message in input box;
2. Click **Send** button or press the hotkey combinations {Ctrl + Enter} to send the message.

To Insert Emoticons

1. Click button below the input box;

2. Select an emoticon from the pop-up interface and the emoticon appears in the input box;
3. Click **Send** button or press the hotkey combinations {Ctrl + Enter} to send the message.

To Capture a Screen Figure

1. In the **Conference Call** dialog, click the button below the input box, and then the cursor changes color;
2. Hold down the left mouse button, choose a region on the screen then the selected areas shows on the border of this region;
3. Release the left mouse button, there are two buttons show in the border region.
4. Click button, the intercepted picture appears in the input box. Click button to exit screenshot function.

To Send a Picture

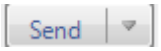
1. In the **Conference Call** dialog, click the button below the input box;
2. Select a picture in **Open** dialog;
3. Click **Send** button or press the hotkey combinations {Ctrl + Enter} to send.

To Send Messages by Tablet

1. In the **Conference Call** dialog, click the button below the input box;
2. Draw the message in input box;
3. Click **Send** button or press the hotkey combinations {Ctrl + Enter} to send.

To Change the Character font

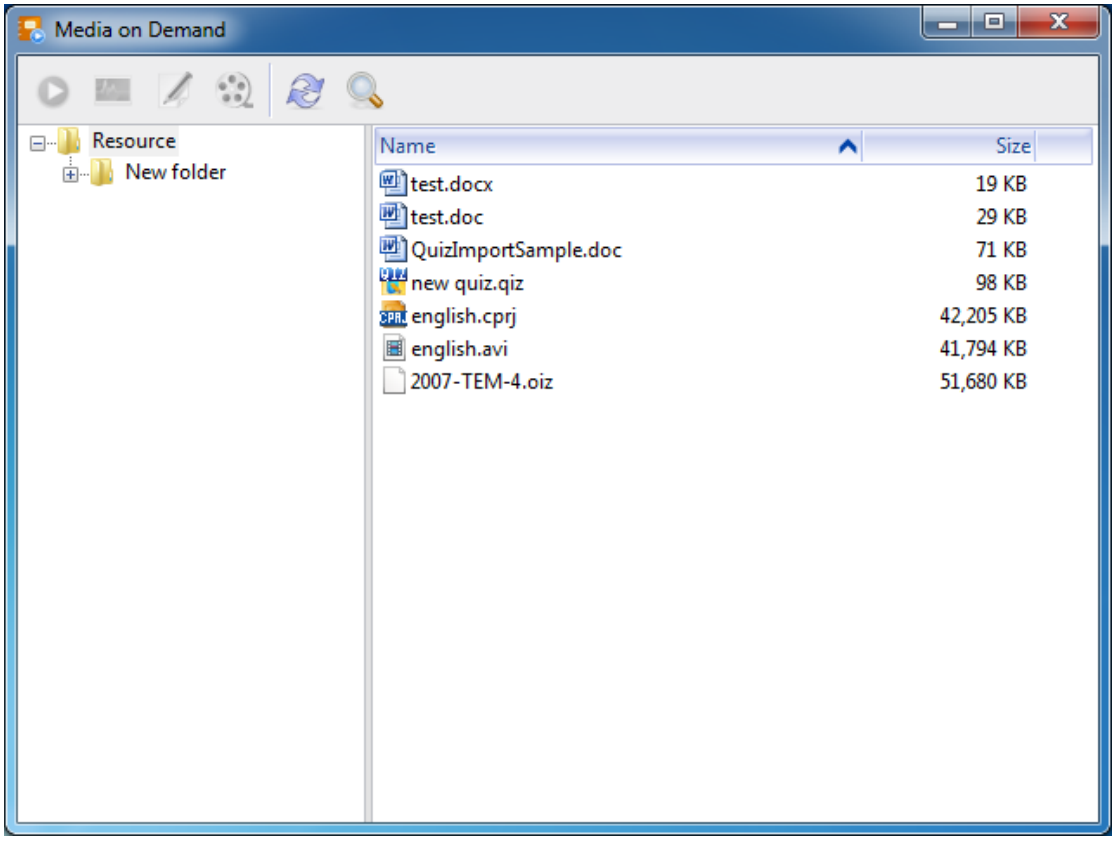
1. In the **Conference Call** dialog, click the button below the input box;
2. Select new font in **Font** dialog;
3. Click **OK**.

Notes
✧ Teacher is able to enter the conference call of any students freely, and communicate with students.
✧ Click the drop-down arrow of  button to select the hotkey of **Send**.
✧ If the teacher doesn't allow students to use **Conference Call** function, this button will be gray.

7.9 Media on Demand

If the teacher allows students to use **Media on Demand** function, students can demand any resources in the courseware library according to their own preference or the teacher's requests.

The following dialog will pop up after students click button on the floating bar.



7.9.1 Demand audio or video courseware

To Demand Audio or Video Courseware

1. Select an audio or video courseware in **Media on Demand** dialog;
2. Click button, and then the software will select an appropriate program to open this courseware.

Note

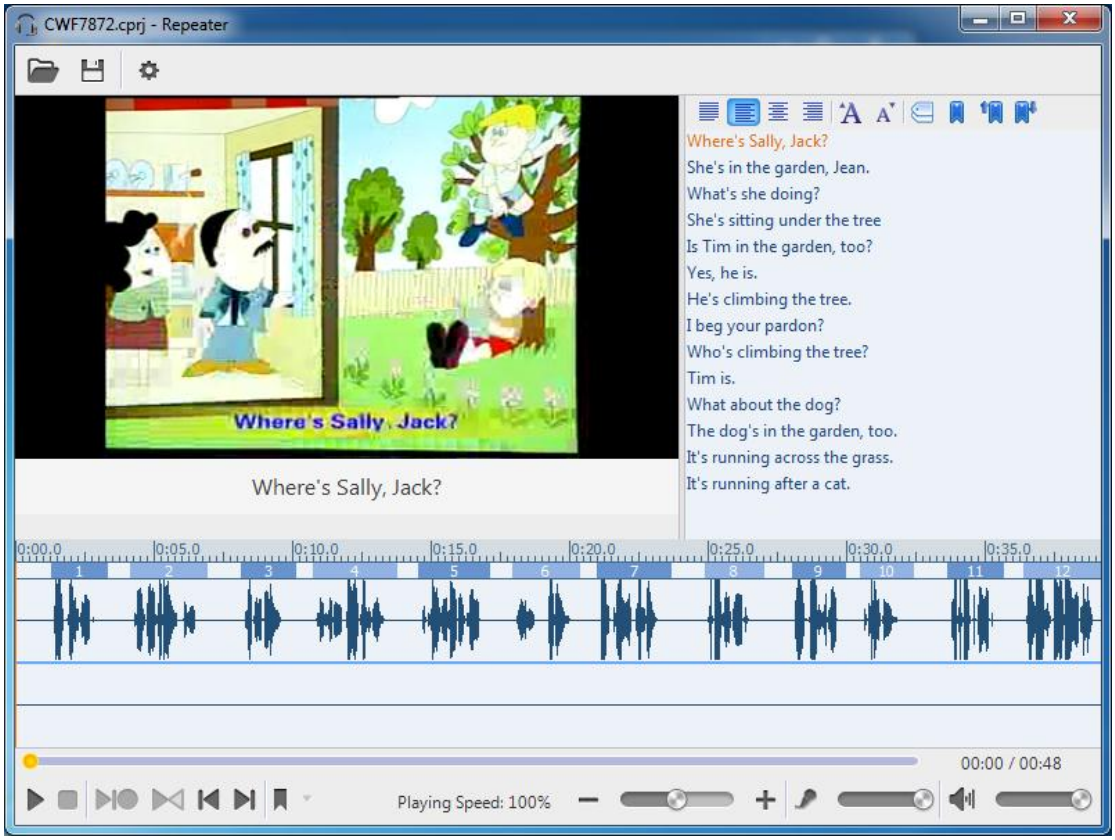
✧ Students can also click button to open the audio or video courseware with single repeater.

7.9.2 Demand repeater courseware

Students can use the following ways to open repeater courseware:

1. Select the courseware, and click button or button.
2. Right click the courseware, and select **Open** or **Starting oral training** in drop-down list.
3. Double click the courseware to open it.

The following dialog will pop up after students open the repeater courseware.



To Launch Repeat Training

1. Click **Open Courseware**, select the courseware and open it;
2. Oral training dialog displays waveform and caption after opening courseware;
3. Click to hide or show caption;
4. There are some other buttons as below in oral training dialog

Play or Pause: Student can play or pause repeat training;

Stop: Student can stop repeat training;

Repeat with Custom Mode: Repeat according to the mode set by student;

Compare: Compare reading-after voice to original voice;

Play previous sentence;

Play next sentence;

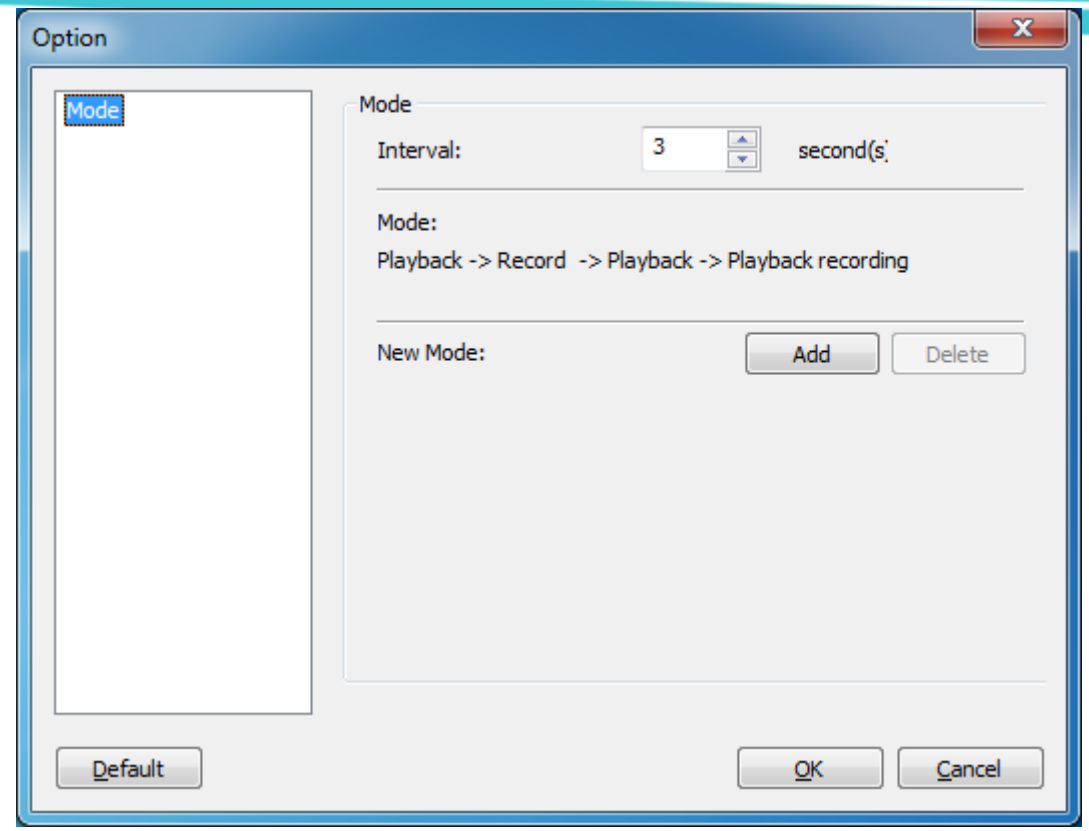
Set Bookmark: Skip to the bookmark to play media file;

Speaker control: Control the volume of courseware;

/ **Playback Speed Control:** Contrl the speed of playback.

To Set Repeat Mode

1. Click to open option dialog, where student can check current mode and set new mode;
2. Click **Add** to choose the operation among playback, record and playback recording in proper order;
3. Set time interval.



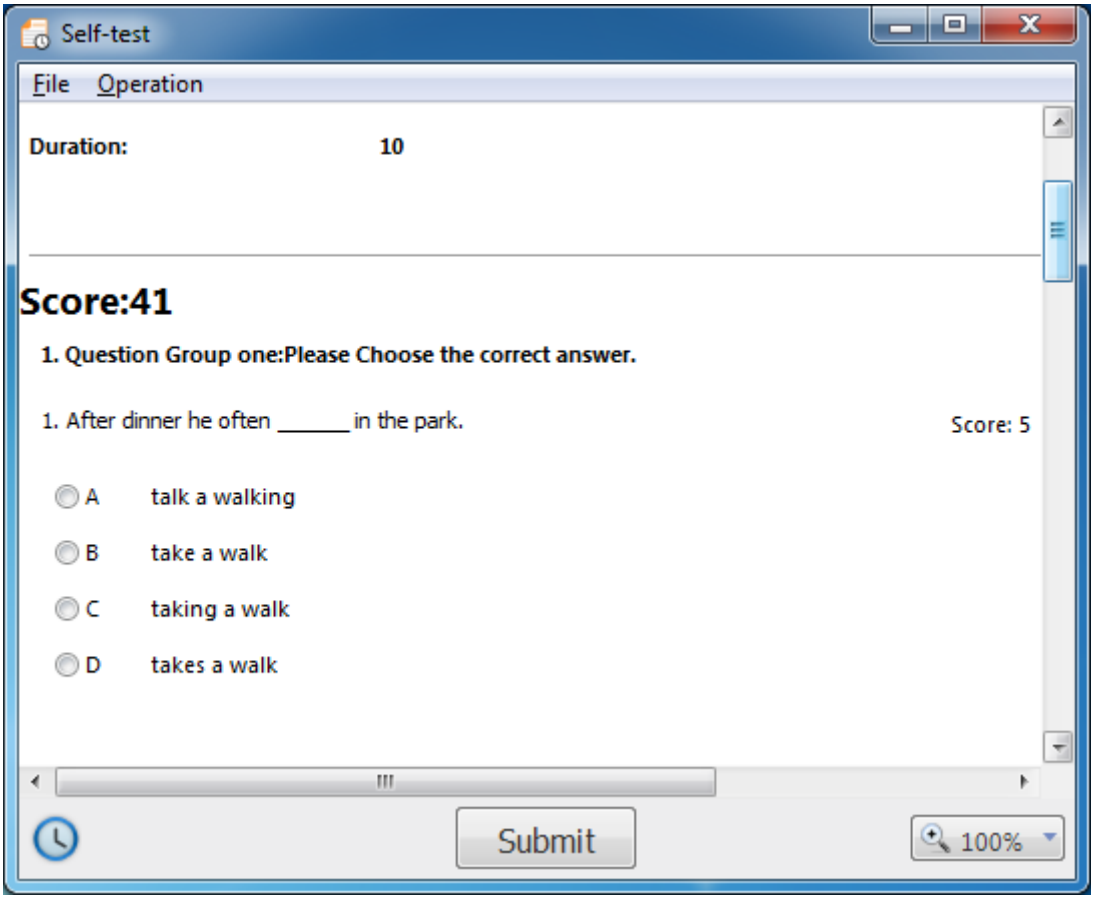
Notes
✧ Student can add six steps at most;
✧ Default mode is playback-record-playback-playback recording.

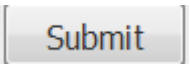
7.9.3 Self-test

Students can use the following ways to open quiz paper:

1. Select the quiz paper, and click button or button.
2. Right click the quiz paper, and select **Open** in drop-down list.
3. Double-click the quiz paper to open it.

The following dialog will pop up after students open the quiz paper.



Click  to submit the paper after answering all the questions. And then the Mythware Language Lab will mark the paper and send the marked paper to students automatically.

Note

✧ If the teacher doesn't allow students to use Media on Demand, this button will be gray.

7.10 Screen Record

In order to facilitate after-school learning, students can startup a screen record by themselves.

To Record the Screen:

1. Click the icon on taskbar;
2. Select **Screen Record** button in the pop-up menu.
3. Specify the save path and filename for the recording file, and click **OK** button.
4. A floating toolbar appears on the screen, and a red flash button indicates that the record has started.
5. Students operate on their mission, and operations are recorded background.
6. To stop recording, click button on the floating toolbar.
7. Screen record completed.

Floating toolbar is as following:

Screen Pen: To add annotation during **Screen Record**.

Start recording.

Pause **Screen Record.**

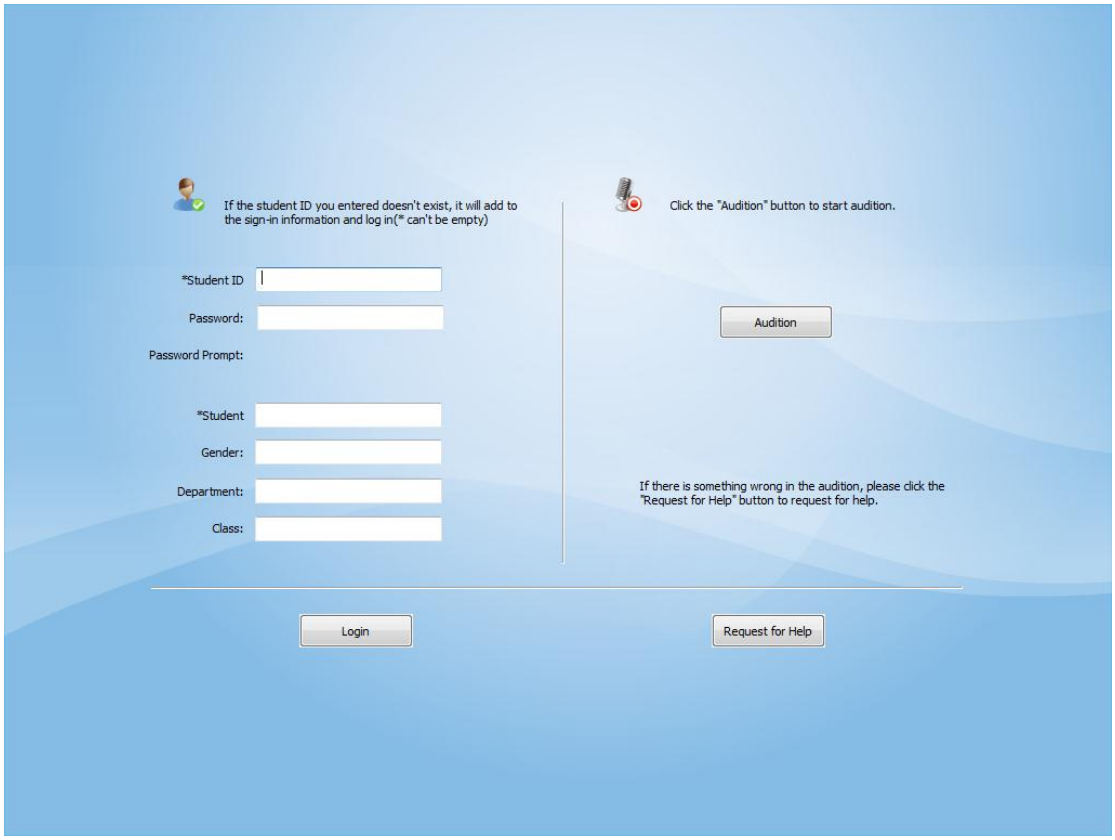
Stop recording**.**

Note

✧ To play the screen-recorded files via **Windows Media Player**, your computer must have installed the software.

7.11 Sign in

After teacher launches **Sign in**, the following dialog will pop up on students' desktop.


If the student ID you entered doesn't exist, it will add to the sign-in information and log in(* can't be empty)
*Student ID
Password:
Password Prompt:
*Student
Gender:
Department:
Class:
Login
Click the "Audition" button to start audition.
Audition
If there is something wrong in the audition, please click the "Request for Help" button to request for help.
Request for Help

To Sign In

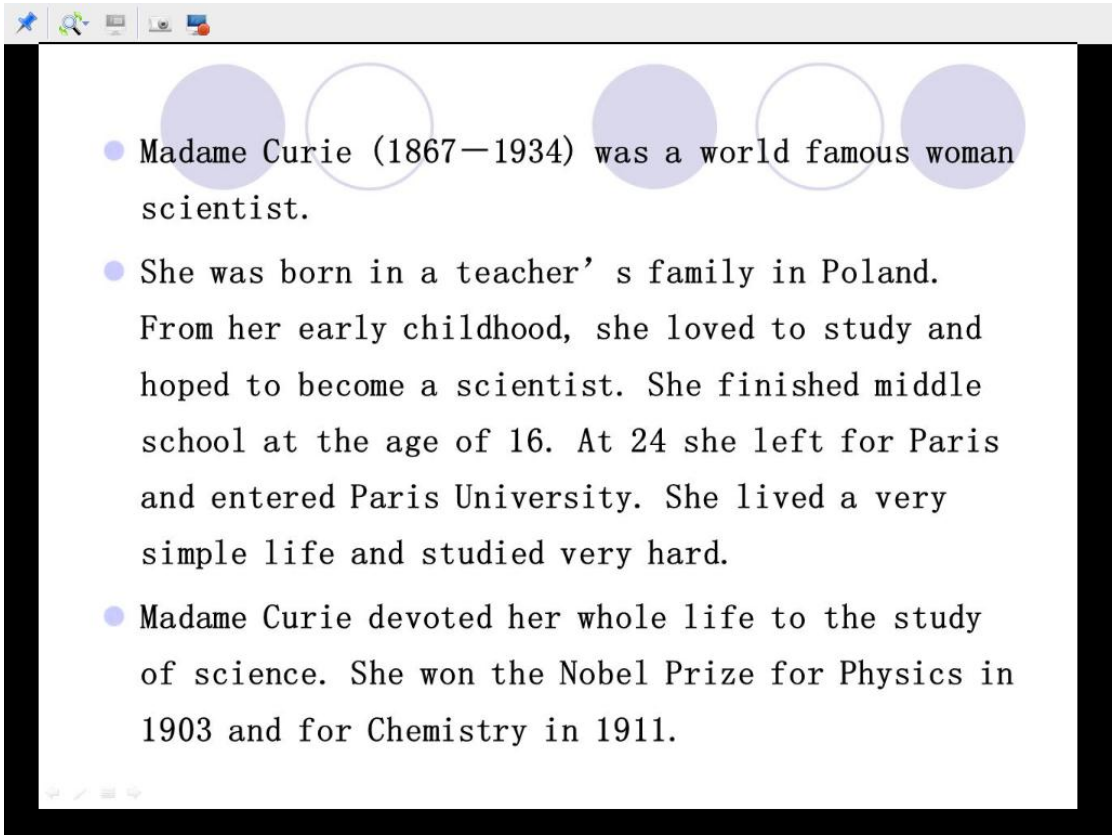
1. Enter sign-in information such as Student ID, Password, Student name, Gender, Department, Class and so on in input box;
2. Click the **Audition** to verify the headphones use normally;
3. Click **Login** button;
4. Confirm the information in **Confirm sign-in information** dialog;
5. If the information is correct, click **OK** button to sign in; otherwise, click **Cancel** to re-enter the information;
6. Re-click **Login** to complete **Sign in**. If the students meet problems, they can click **Request for Help** to send a request to teacher.

Notes

✧ If teacher select Password Confirmation, students need to enter Student ID and Password. Otherwise, students just need enter Student ID.
✧ If the information of one student is in the **Student List Manager**, he just need to enter Student ID and Password, and the **Confirmation** dialog will pop up automatically.
✧ If the information of one student is not in the **Student List Manager**, he need to enter Student name, Gender, Department, Class (Student name is necessary).

7.12 Screen Broadcast

If teacher launch Screen Broadcast with full screen mode, the student side will receive the broadcast in full screen. As the following picture, the floating toolbar will display on the top of the desktop.


Madame Curie (1867—1934) was a world famous woman scientist.
She was born in a teacher's family in Poland. From her early childhood, she loved to study and hoped to become a scientist. She finished middle school at the age of 16. At 24 she left for Paris and entered Paris University. She lived a very simple life and studied very hard.
Madame Curie devoted her whole life to the study of science. She won the Nobel Prize for Physics in 1903 and for Chemistry in 1911.

Students can execute the following operations with the floating toolbar.

Lock

Lock the floating toolbar on the top of screen. The operation steps: click the button on the floating toolbar.

Change view mode

Change the mode of students view teacher side screen, and there are 3 view modes as following.

1. Auto Focus

Focus follows mouse movement.

2. Pan

Drag the display area by hand. It can be used with **bird's view**, and the full view of teacher side screen displays in **bird's view**.

3. Zoom Display

Screen always displays the whole area. And it is the default view mode.

Snapshot

Save the current screen as a picture, and the format of the picture is JPEG.

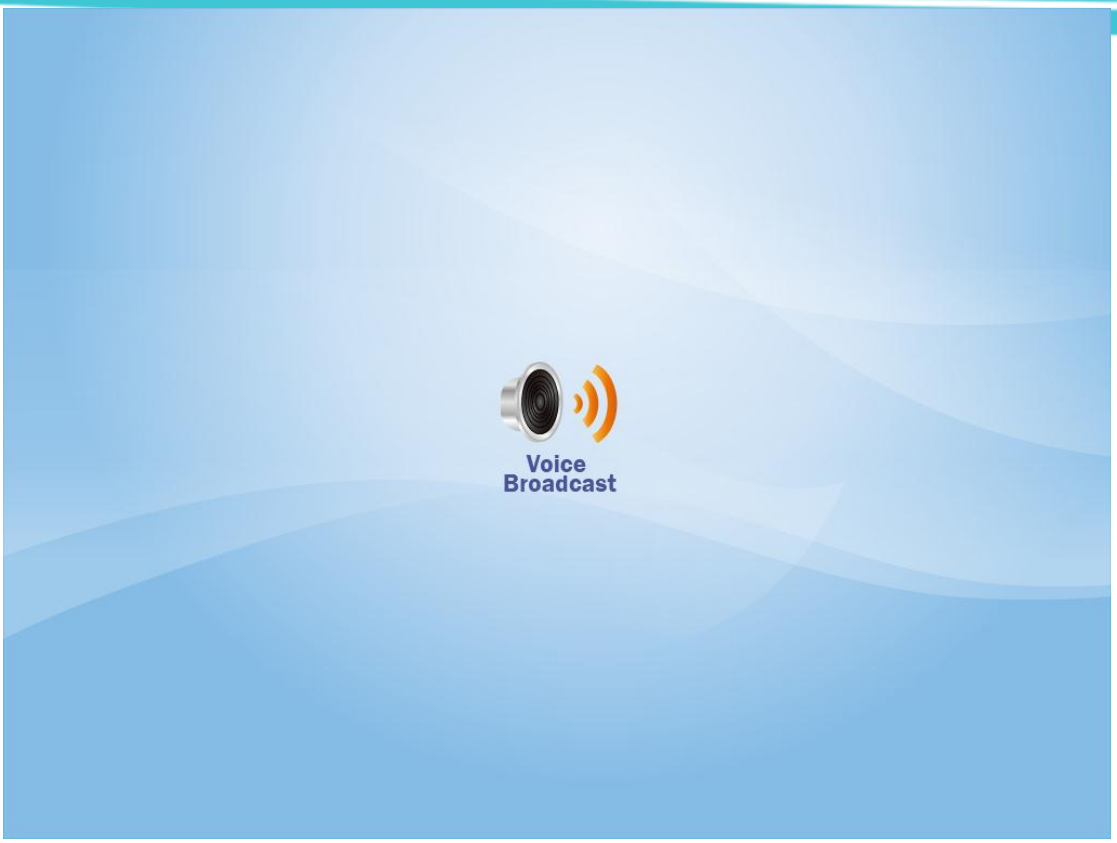
Screen Record

Record the content of **Screen Broadcast** for after-school review. The format of the video is ASF.

Note
✧ Teacher is able to choose the mode in which students receive **Screen Broadcast**, full screen or window.

7.13 Voice broadcast

After teacher launches this function, students will hear the voice of computer and microphone of teacher side. If students receive **Voice Broadcast** in full screen, their screen will be as below.



Note

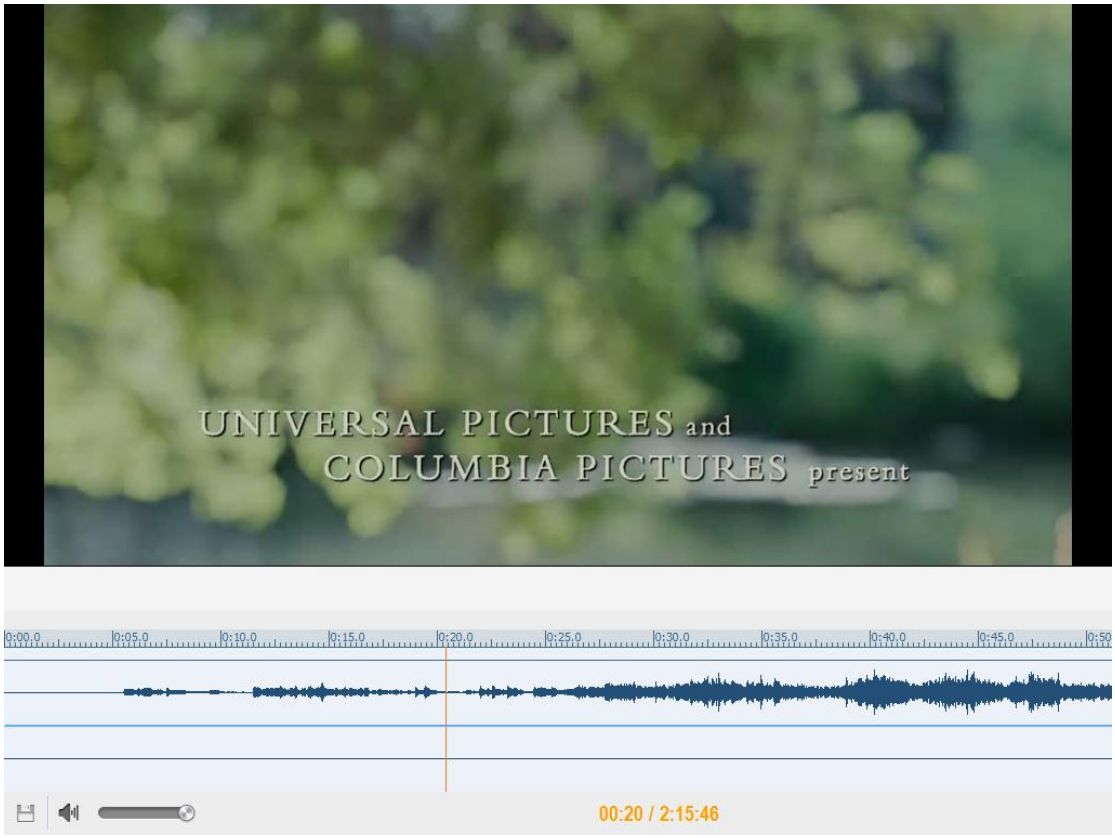
- ✧ Teacher is able to choose the mode in which students receive **Voice Broadcast**, full screen or window.

7.14 Oral Training

Students can take part in **Oral Training** conducted by teacher to improve language learning ability. They can also save their own repetition into **mp3** file for after-class practice and review.

7.14.1 Repeat Training

After teacher launch **Repeat Training**, the student side will be as below.



To Take Part in Repeat Training

1. Develop the training according to the prompt above the waveform.

7.14.2 Reading-after Practice

After teacher launch **Reading-after Practice**, the student side will be as below.

To Save the Repetition

1. Click the **Save** button after completing **Reading-After Practice**.
2. Enter the file name you want to save in the dialog box, choose a save path and click the **Save** button.
3. Save the repetition into mp3 file.

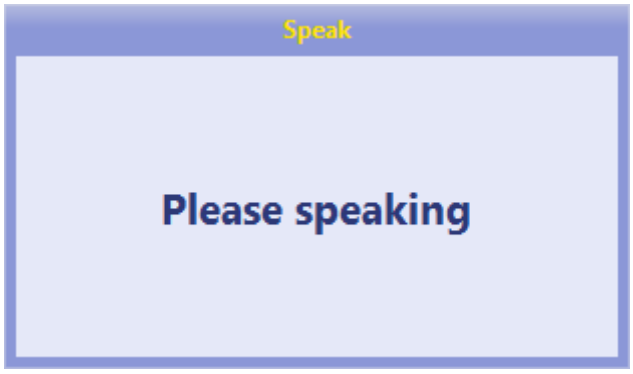
Notes

✧ Students can record the voice of his microphone after teacher stop **Reading-After Practice**.

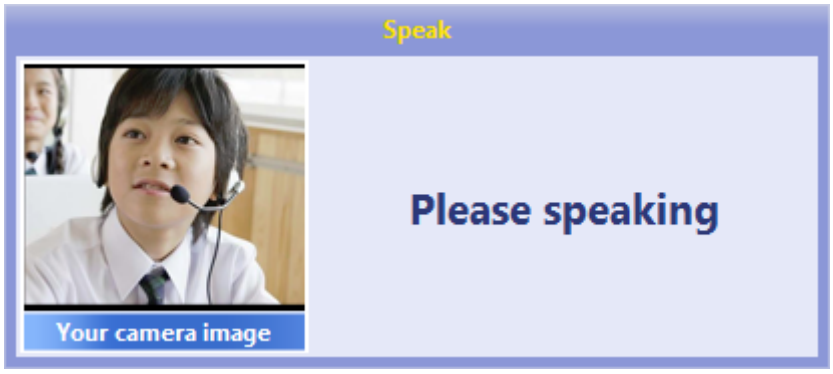
7.15 Speak

Teacher can launch **Speak** during **Screen Broadcast**, **Voice Broadcast**, **Oral Training** process.

If teacher invite certain student to speak, this student's screen will be as following picture.



If teacher launches **Visual** while inviting certain student to speak, this student's screen will be as following picture.



7.16 Intercom

Intercom is similar with **Speak**, and the different between two functions is whether the voice of speaking students will be broadcast to other students.

If teacher invite certain student to attend **Intercom**, the following dialog will display at the low right of students' screen.

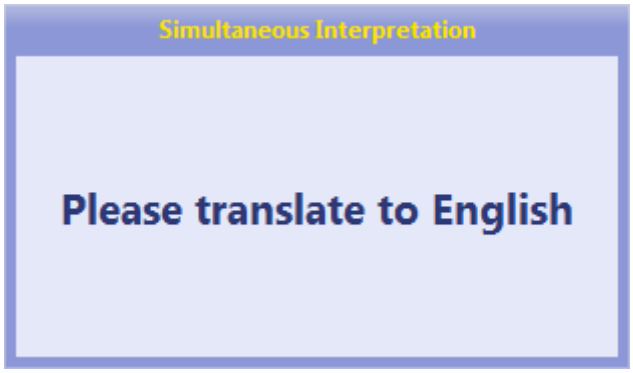
If teacher launches **Visual** while inviting certain student to attend **Intercom**, the

following dialog will display at the low right of students' screen.

7.17 Simultaneous Interpretation

Simultaneous interpretation can be used with screen broadcast, voice broadcast, oral training and live broadcast. Teacher can invite at most six students to interpret during class.

When teacher invite student to interpret, the following dialog will display at the low right of students' screen.

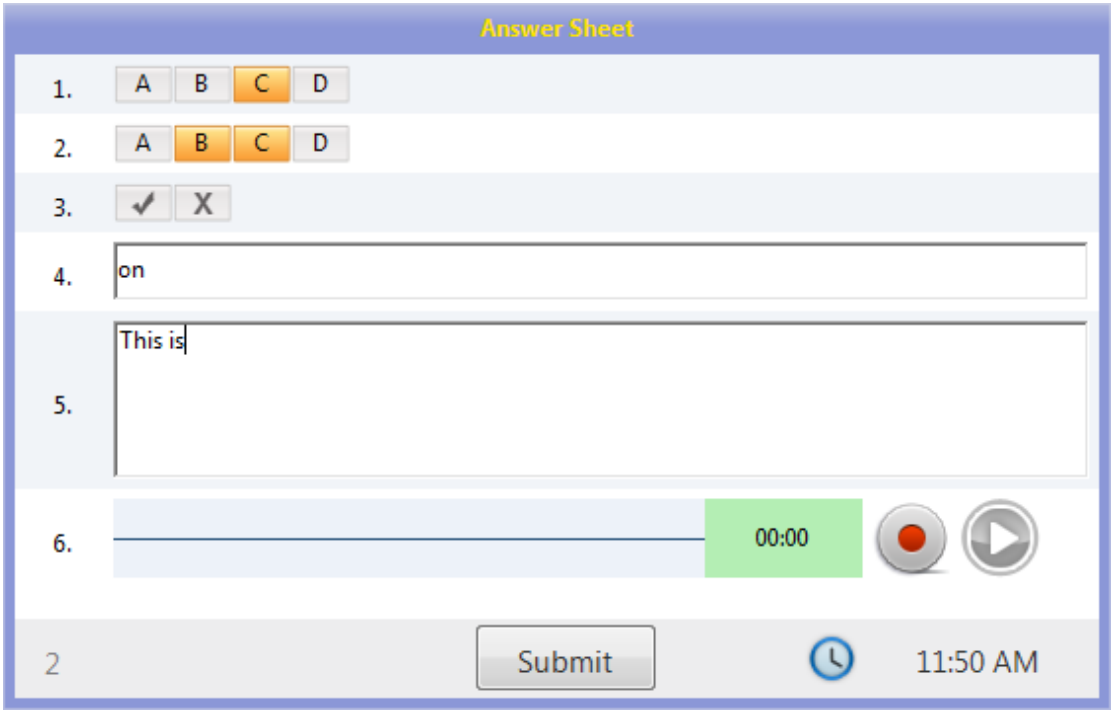


If teacher turn on the camera when simultaneous interpretation, student screen will change as below:

Other students can select to hear original voice or any one student's interpretation.

7.18 Test

Test is an activity developed by teacher. After teacher launch **Test**, the following dialog will display at the low right corner of students' screen.



To Answer Multi-choice Question:

1. Click certain option to select this option;
2. Re-click certain option to deselect this option.

To Answer True or false Question:

1. Click √ or × to select this option;
2. Re-click certain option to deselect this option.

To Answer Fill-in-blank Question

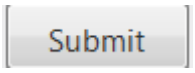
1. Enter the answer in input box.

To Answer Essay Question

1. Enter the answer in input box.

To Answer Oral Question

1. Click to record the answer;
2. Click to stop recording;
3. Click to play the recording record just now.

Click  button to submit the answer after completing all answers.

7.19 Quick Response

The following dialog will display at the low right corner of students' screen after teacher launches **Quick Response**.

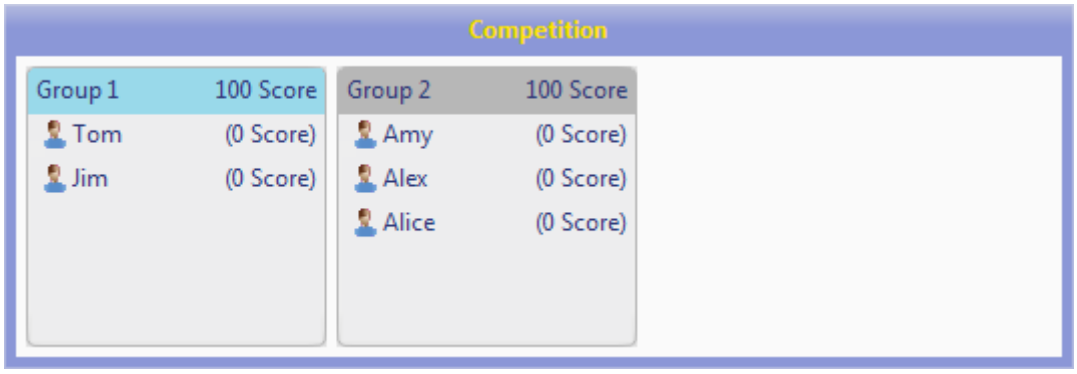
To Start Quick Response

1. Click the green button to respond;
2. If certain student responds successfully, the prompt "Responder Success, please answer…" will display in the top of his **Quick Response** dialog, meanwhile, the camera of his computer will open automatically and his picture will be broadcast to teacher and other students.
3. This student starts speaking.

7.20 Competition

Competition is an activity which is beneficial to improve classroom atmosphere. Teacher can set rules of competition, such as the score of each question, basic score, answering time of each question, the number of questions answered by one student, group mode and so on.

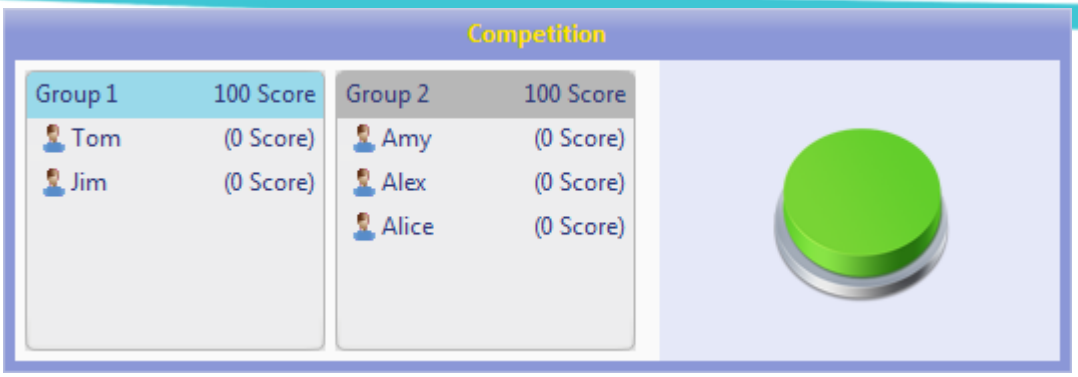
The following dialog will display at the low right corner of students' screen. The blue background of group number column indicates you belong to this group. The score beside group number is the current total score of this group. The score beside certain student is the score of this student.



The question types of competition are **Quick response question** and **Required question**. Teacher specifies a group to answer **Required question**, and one student of this group answers this question.

7.20.1 Answer Quick response question

The following dialog will display at the corner of students' screen after teacher launch **Quick response question**.

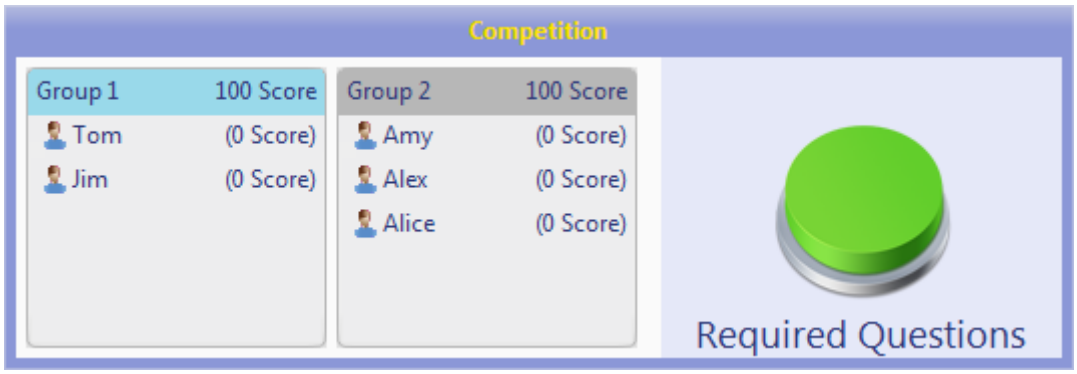


To Answer Quick Response Question

1. Teacher launches a **Quick response question**, and students start responding;
2. Students click the green button in **Competition** dialog;
3. If certain student responds successfully, the prompt ”Responder Success, please answer…” will display in the top of his **Competition** dialog, meanwhile, the camera of his computer will open automatically and his picture will be broadcast to teacher and other students.
4. Teacher gives a mark after this student answers the question. If teacher judges wrong, the prompt “Answer Wrong!” will display on the desktop of this student, meanwhile, his and his group’s score will change.

7.20.2 Answer Required question

The following dialog will display at the corner of students’ screen after teacher launch **Required question**.



To Answer Required question

1. The green button displays on the Competition dialog of students in the group which is selected by teacher. Meanwhile, the corresponding prompt displays on the Competition dialog of other students.
2. The student respond successfully starts speaking, meanwhile, the camera of his computer will open automatically and his picture will be broadcast to teacher and

other students.

3. Teacher gives a mark after this student answers the question. If teacher judges wrong, the prompt "Answer Wrong!" will display on the desktop of this student, meanwhile, his and his group's score will change.

After competition completes, teacher can rank the groups and students, and the winner will get a cup as a prize.

Notes
✧ If teacher sets the answering time of each question, the countdown will display on the students' **Competition** dialog.
✧ Teacher can set the rules of **Competition**.
✧ Teacher can set the number of questions answered by one student. If the number of questions answered by the student beyond the limitation, he will not be able to answer **Quick response question**, but able to answer **Required question**.

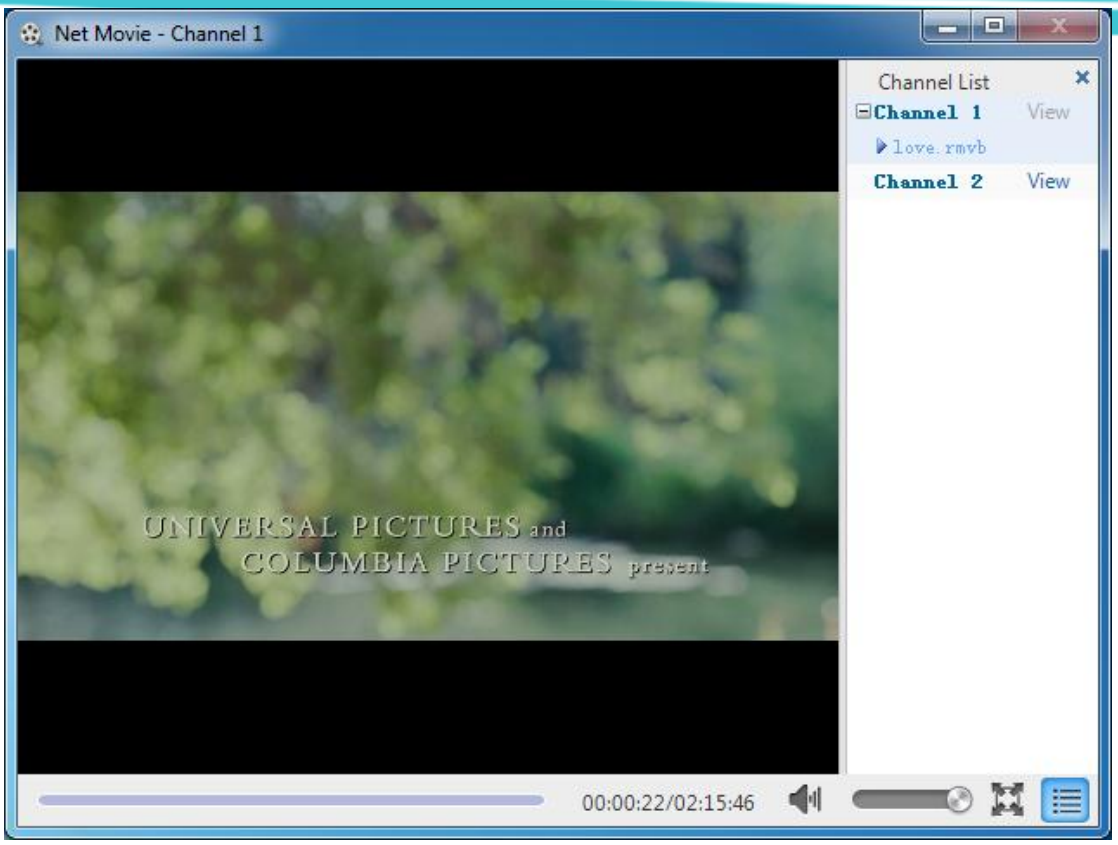
7.21 Student Demonstration

Teacher selects one student to broadcast his screen to other students. The screens of other students will be the same with **Screen Broadcast**.

Note
✧ Teacher can monitor, control or share with this student during **Student Demonstration** process.

7.22 Net Movie

The following dialog will display on students' screen after teacher launches **Net Movie**. Students can choose one channel to view in channel list.



To Choose Channel

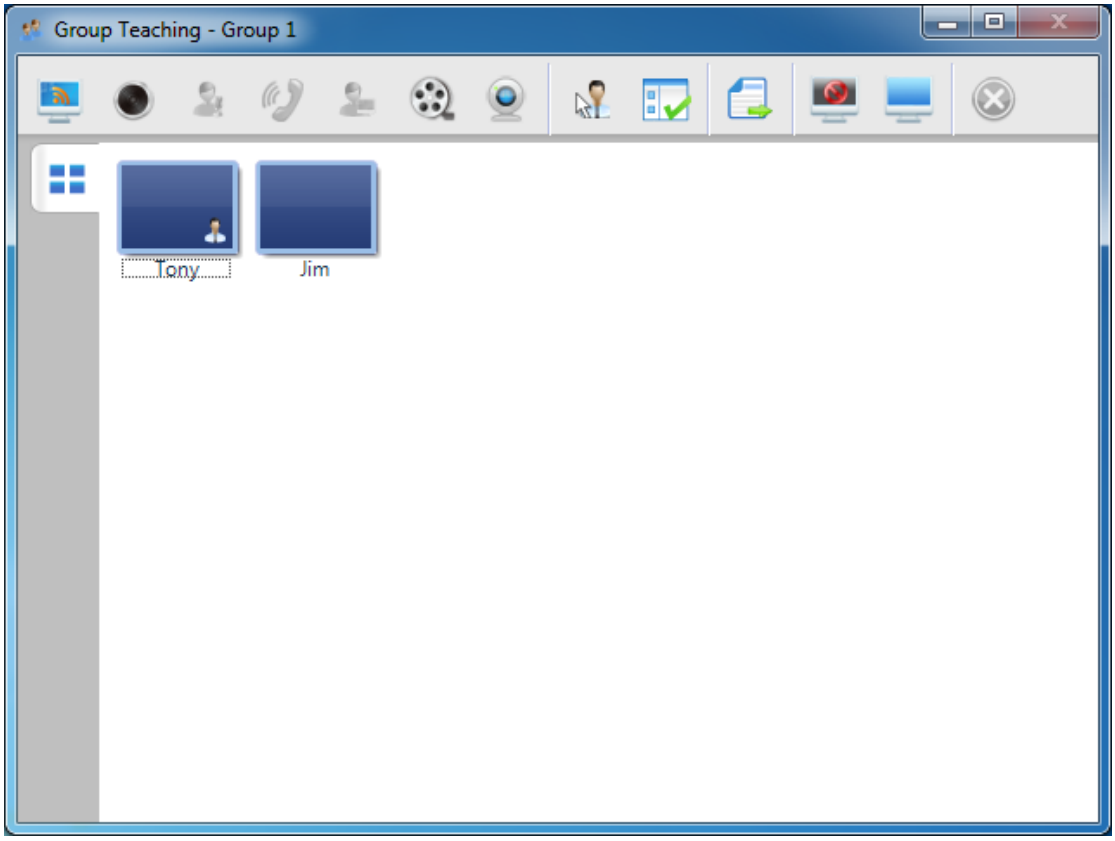
Select one channel in channel list and click **View** beside this channel.

Note
✧ If there is only one channel, students can't choose.

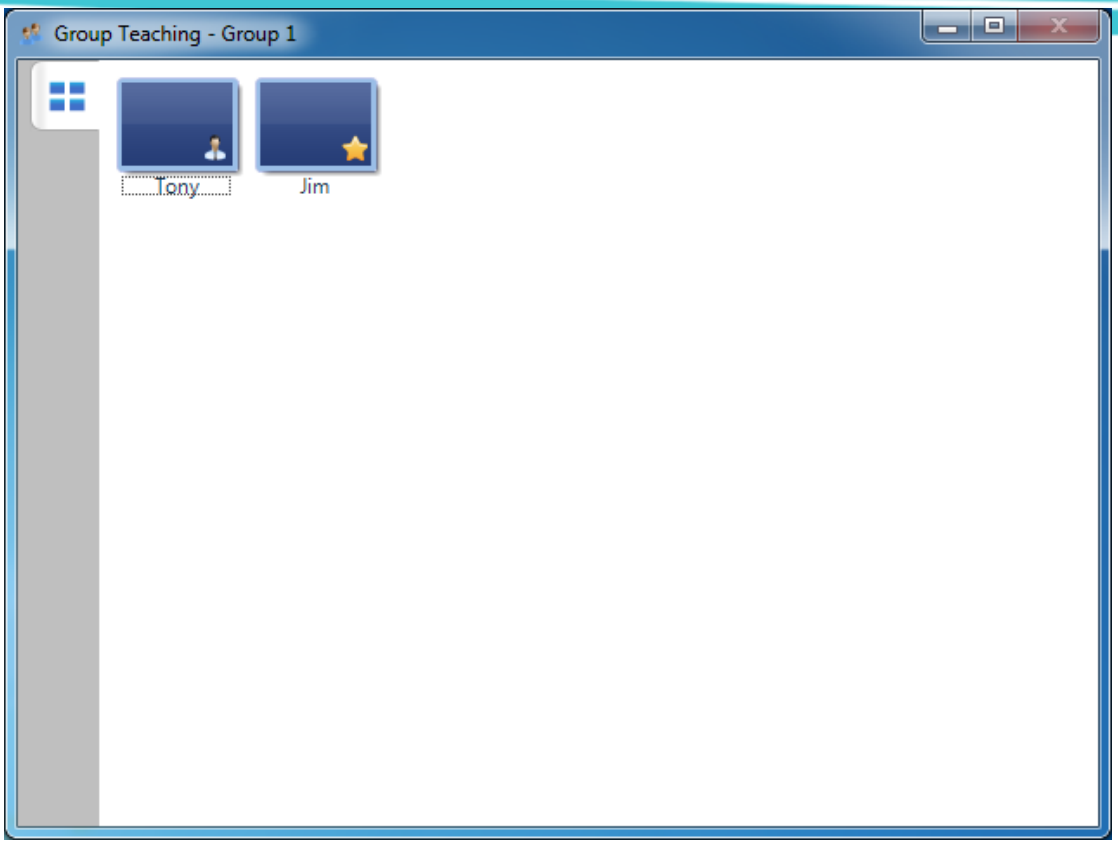
7.23 Group Teaching

Group Teaching is a teaching method by which students learn from each other. **Group Teaching** allows the teacher to divide students into several groups. Each group has one active member and one or more passive members. The active members can use many functions to teach their fellow students.

The following dialog will display on the active members' desktop after teacher launches **Group Teaching**.



The following dialog will display on the passive members' desktop after teacher launches **Group Teaching**.



The active members have the following abilities.

Screen Broadcast

Broadcast his screen to other members of his groups. Teacher can monitor and control his operation.

To Launch Screen Broadcast

1. Click button in **Group Teaching** dialog.

Voice Broadcast

Broadcast the voice of his computer and microphone to other members of his groups.

To Launch Voice Broadcast

1. Click button in **Group Teaching** dialog.

Intercom

Communicate with one member of his group.

To Launch Intercom

1. Select one group member in **Group Teaching** dialog;
2. Click button.

Speak

Broadcast the computer and microphone voice of one group member to other group members.

To Launch Speak

1. Select one group member in **Group Teaching** dialog;
2. Click button.

Student Demonstration

Broadcast the computer screen of one group member to other group members.

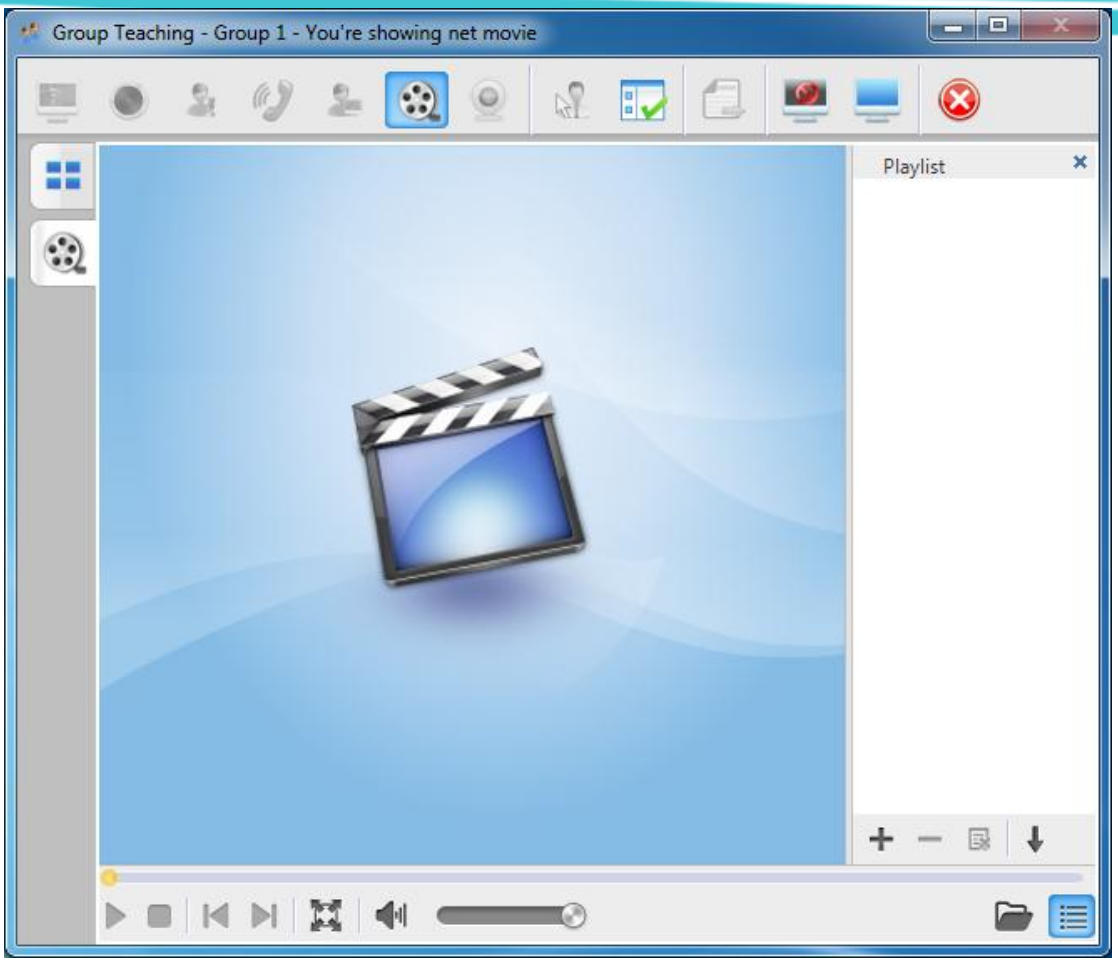
To Launch Student Demonstration

1. Select one group member in **Group Teaching** dialog;
2. Click button.

Net Movie

Play video to group members.

The following dialog will display in his desktop after the active member launches **Net Movie**.



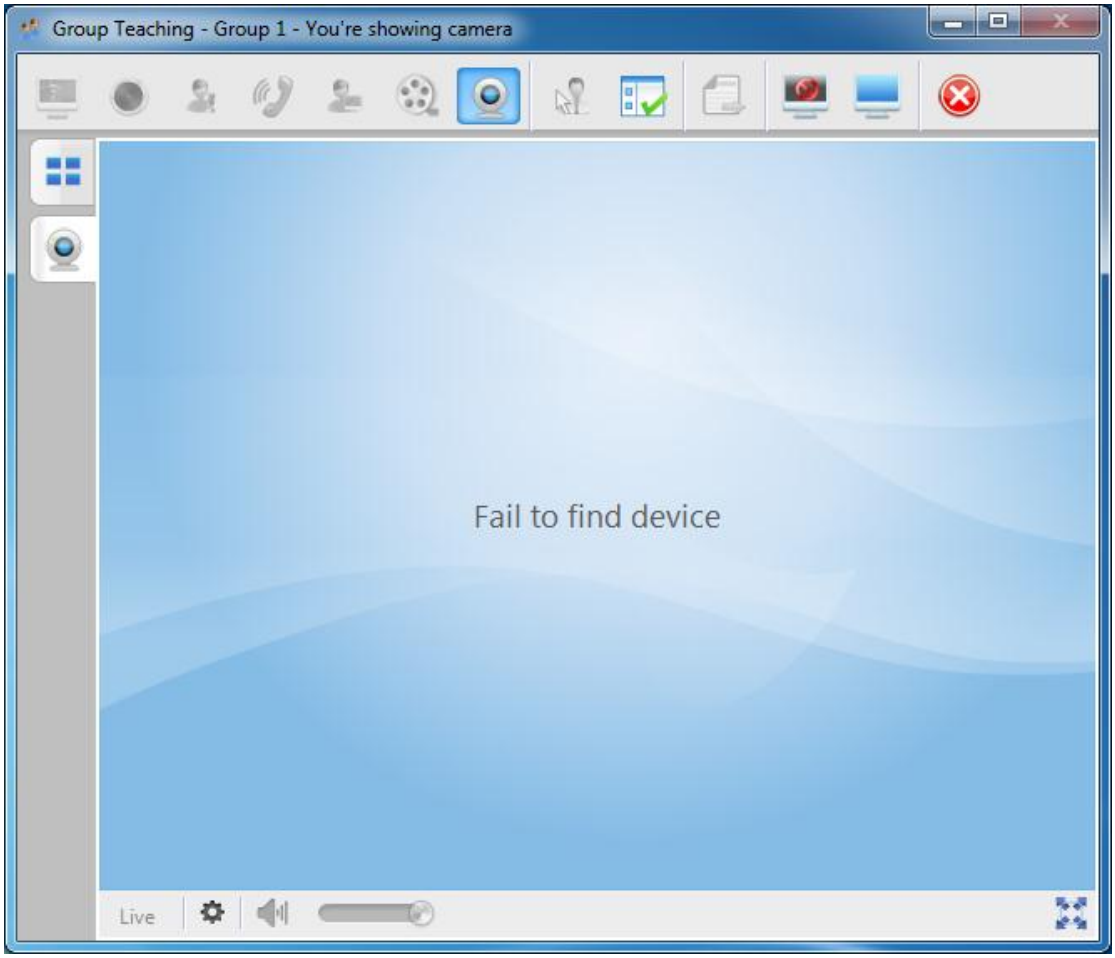
To Launch Net Movie

1. Click button in **Group Teaching** dialog;

2. Click button or button to open video files.

Online video

The following dialog will display in his desktop after the active member launches **Online video**.

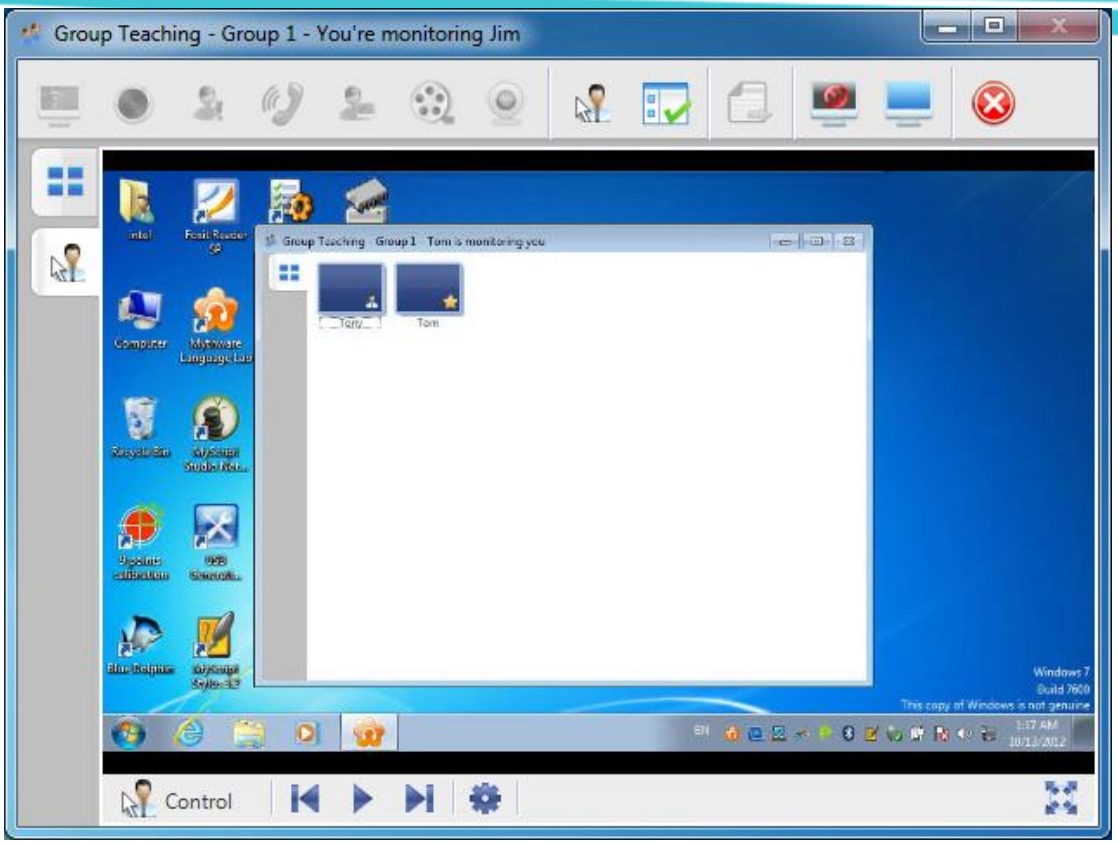


To Launch Online Video

1. Click button;
2. Click to select audio or video device;
3. Adjust the camera to acquire the valid pictures;
4. Click to broadcast these pictures.

Monitor

The active member can use this function to monitor or control other group members. The following dialog will display in his screen after he launches **Monitor**.

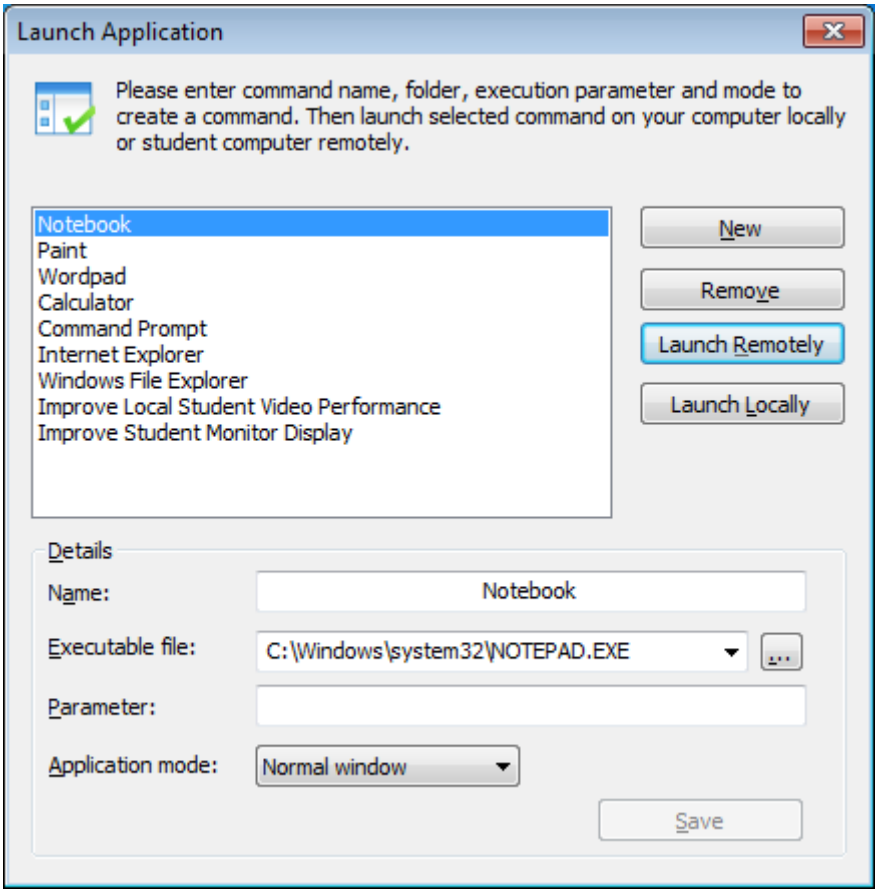


To Launch Monitor

1. Click button;
2. Click button to switch between monitor and control;
3. Click button and button to change the group member which is being monitored.
4. Click button to stop auto changing monitored member. And click to start auto changing.
5. Click button to set the time duration of monitoring.

Launch Application

The active member can use this function to launch local applications or launch the applications of other members' computers remotely.

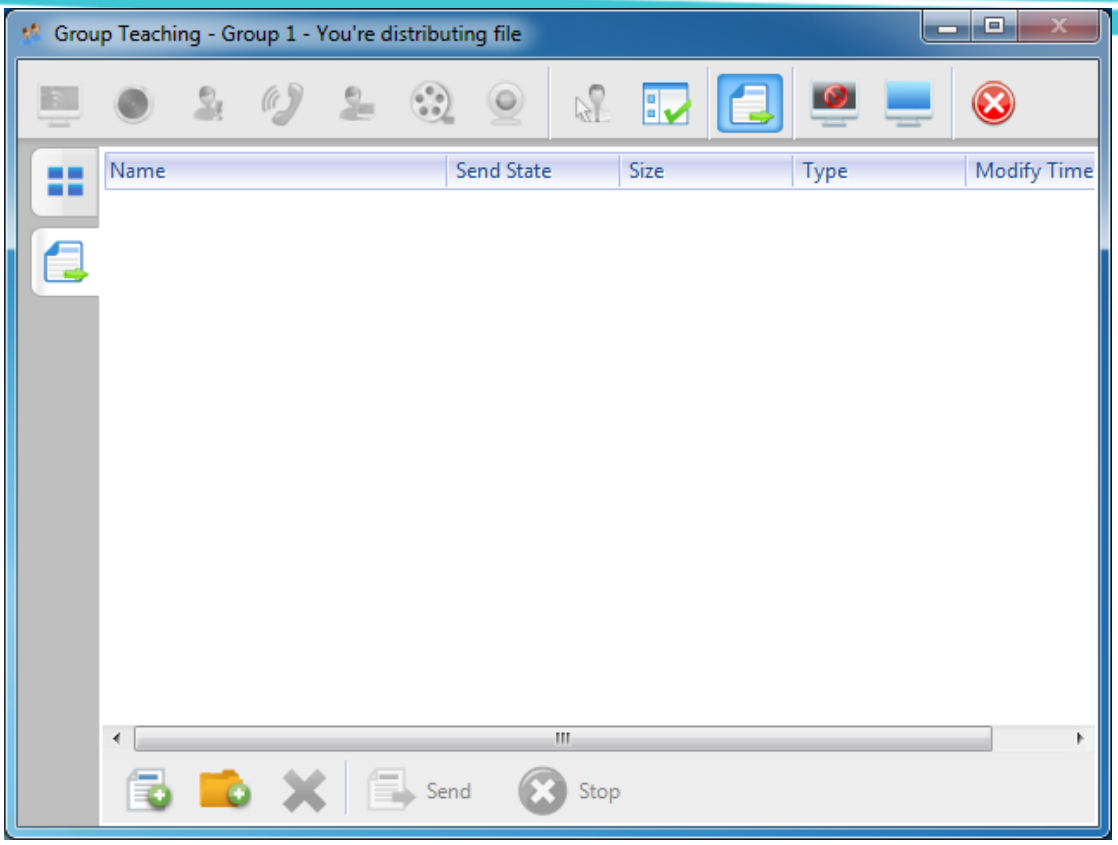


To Launch Application

1. Click button in **Group Teaching** dialog;
2. The active member is able to add new applications. Click **New** button, and then enter the name of the new application and select the path of its executable file in **Details**. Click **Save**;
3. The active member is able to remove applications. Select an application and click **Remove** button, and then click **OK** in pop-up dialog;
4. Select an application and click **Launch Remotely** to launch the application on other group members' computer;
5. Select an application and click **Launch Locally** to launch the application on the active member's computer.

File Distribution

The active member can use this function to distribute files to other group members.



To Distribute Files

1. Click button in **Group Teaching** dialog;
2. Click button to add files and click button to add folders;
3. Select a file or folder and click button to delete it;
4. Click button to distribute the added files or folders;
5. Click button to cancel this distribution.

Silence On

To Launch Silence On

1. Select one or more group members;
2. Click button.

Silence Off

To Launch Silence Off

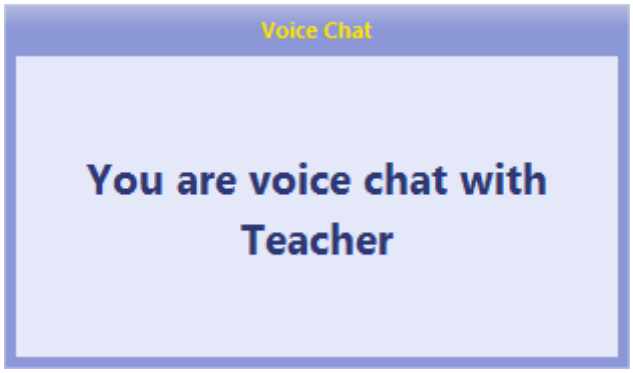
1. Select one or more group members;
2. Click button.

Note
✧ The functions which the active member has are determined by teacher.

7.24 Chat

7.24.1 Voice Chat

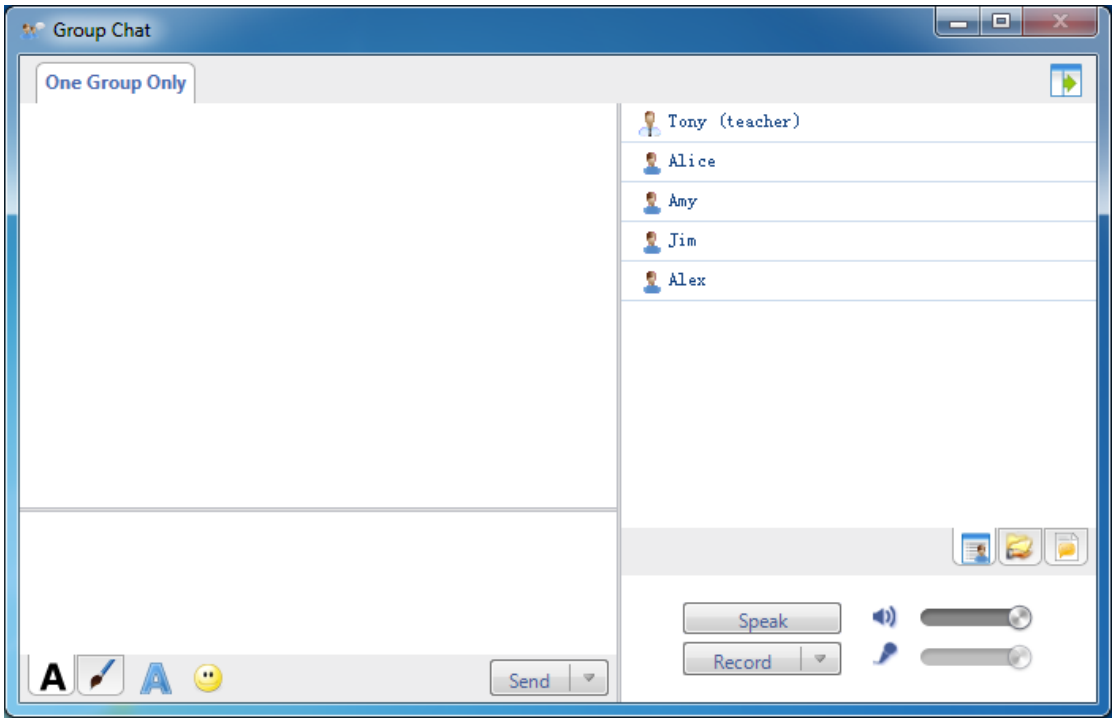
After teacher start Voice Chat, students in the same group can talk with each other. And the following dialog will pop up.



Notes
✧ Teacher can take part in any group's discussion.
✧ If there is only one student in a group, the Voice Chat dialog of this student will prompt:" No other group Member." If teacher take part in this group, the prompt will be:" You are chatting with teacher."

7.24.2 Group Chat

Students' screen displayed as below when teacher launch **Group Chat**.



To Launch Group Chat

1. Click **Send** to chat with the students in the same group;
2. Click **Speak** to chat with others with voice;
3. Click **Record** to record the chat content;

There are lots of communications methods as below:

Edit Messages:

Change message font: Set font, font style, size, color, effects, script of messages in the dialog;

Insert Emoticon: Send emoticon to make chat easy and funny;

Draw and Send Picture:

Pen: Draw the picture manually;

Eraser: Erase the picture;

Undo: Undo previous step;

Rework: Rework previous step;

Color: Choose the color;

Select Background: Select background from empty, small grid, medium grid and large grid;

There are also three different views in chat dialog as below:

Chat Members View

Teacher and students can check other members in the same group.

Shared Files View

Teacher and students can check the shared files, and double click the open the shared file.

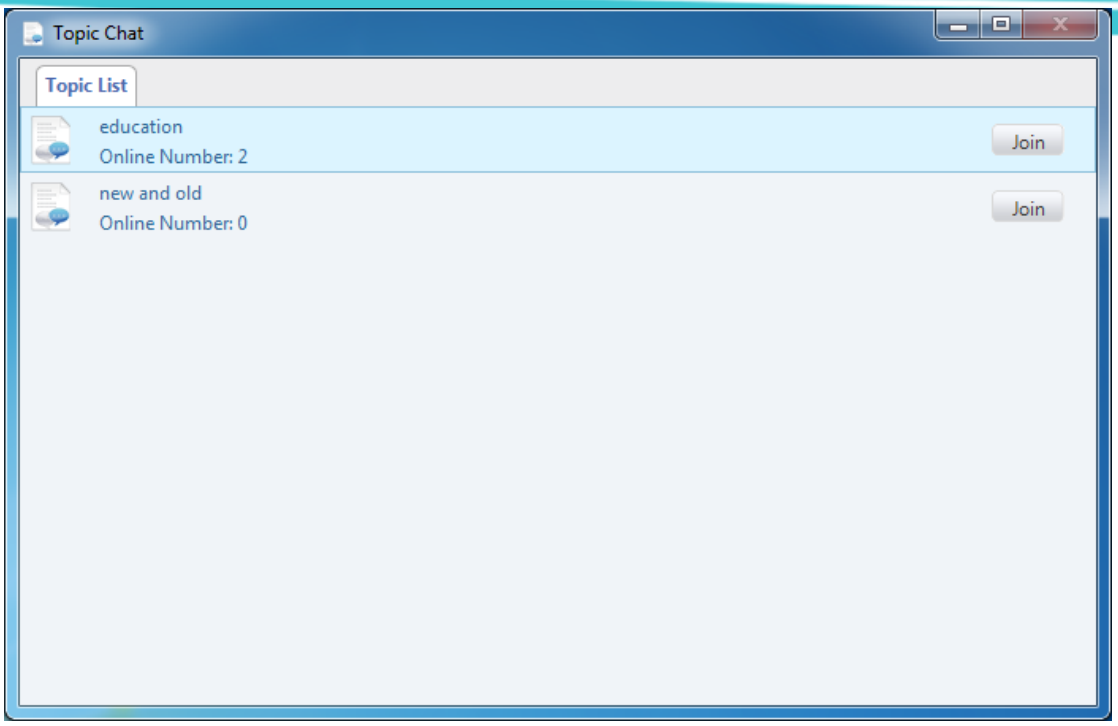
Chat History View

Teacher and students can check chat history in this view.

Notes
✧ Students can view or download files shared by teacher.
✧ Click the drop-down arrow of Send button to select the hotkey of Send.

7.24.3 Topic Chat

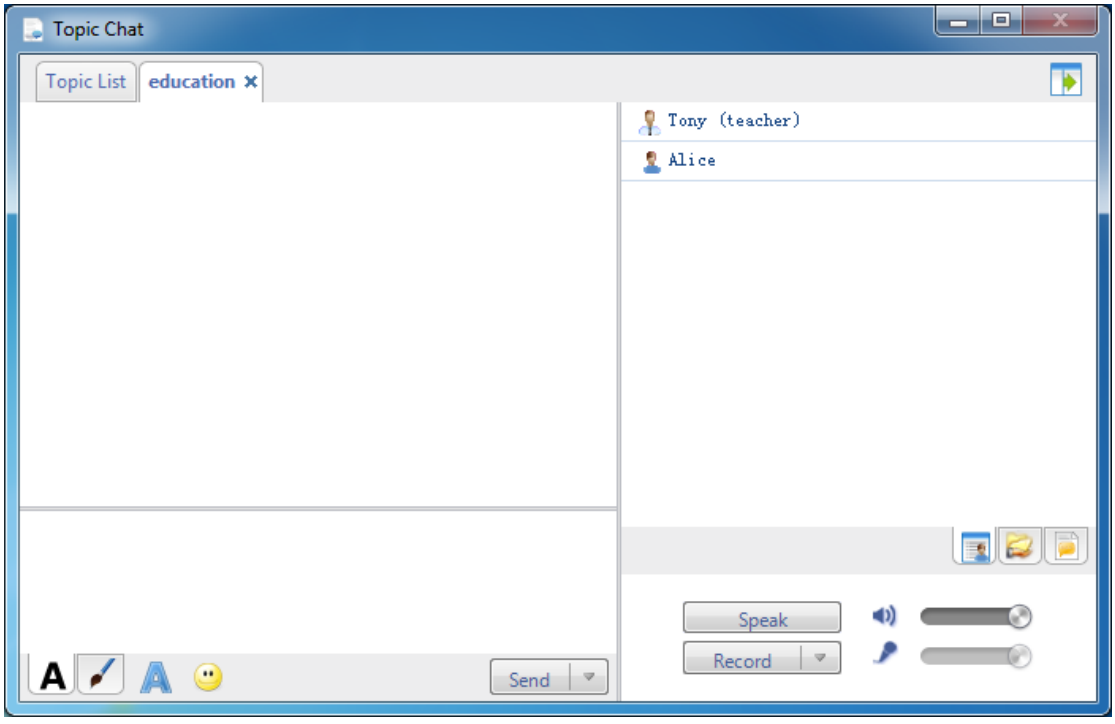
Students' screen displayed as below when teacher launch **Topic Chat**. And students choose the topic they are interested in to chat with others in the same group.



To Join a Topic

1. Click **Join** button beside the topic name in **Topic List**.

The following dialog will display on the students' screen after they join one topic.



To Reselect a Topic

1. Select Topic List tab in Topic Chat dialog.
2. Click Join button beside the topic name in Topic List.

To Launch Topic Chat

1. Click **Send** to chat with the students in the same group;
2. Click **Speak** to chat with others with voice;
3. Click **Record** to record the chat content;

There are lots of communications methods as below:

Edit Messages:

Change message font: Set font, font style, size, color, effects, script of messages in the dialog;

Insert Emoticon: Send emoticon to make chat easy and funny;

Draw and Send Picture:

Pen: Draw the picture manually;

Eraser: Erase the picture;

Undo: Undo previous step;

Rework: Rework previous step;

Color: Choose the color;

Select Background: Select background from empty, small grid, medium grid and large grid;

There are also three different views in chat dialog as below:

Chat Members View

Teacher and students can check other members in the same group.

Shared Files View

Teacher and students can check the shared files, and double click the open the shared

file.

Chat History View

Teacher and students can check chat history in this view.

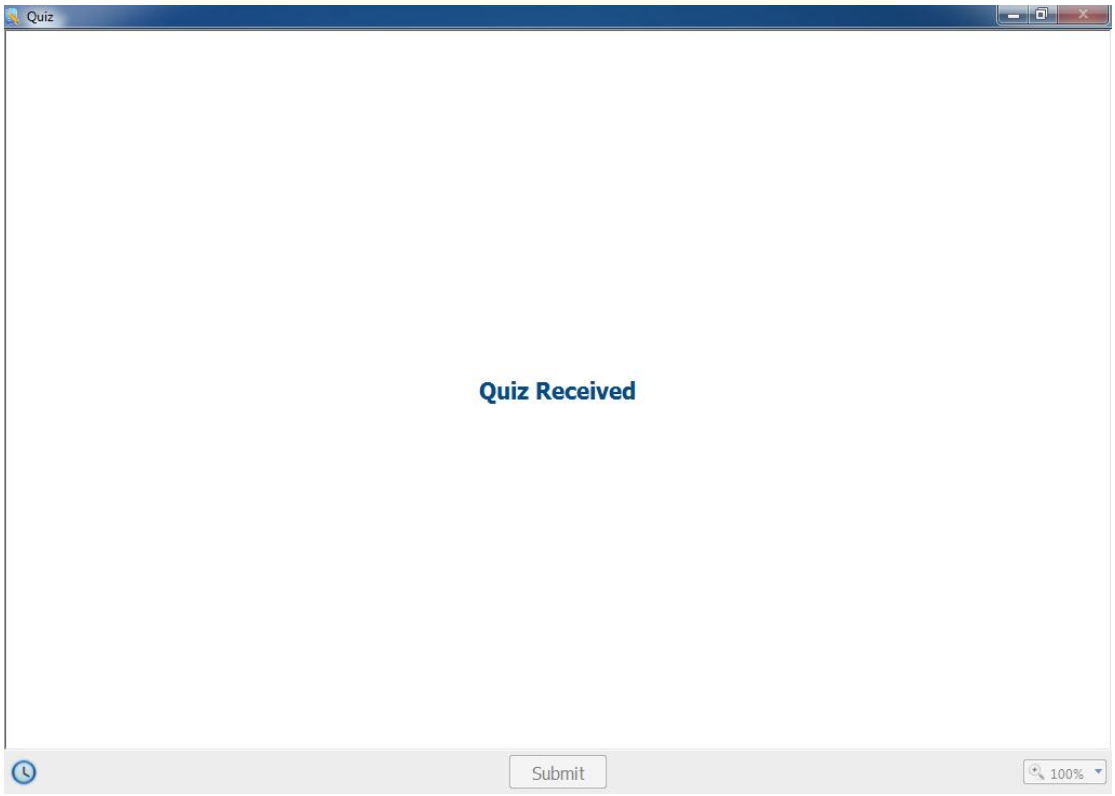
Notes
✧ Students can view or download files shared by teacher.
✧ Students can choose only one topic.

7.25 Quiz

7.25.1 Quiz

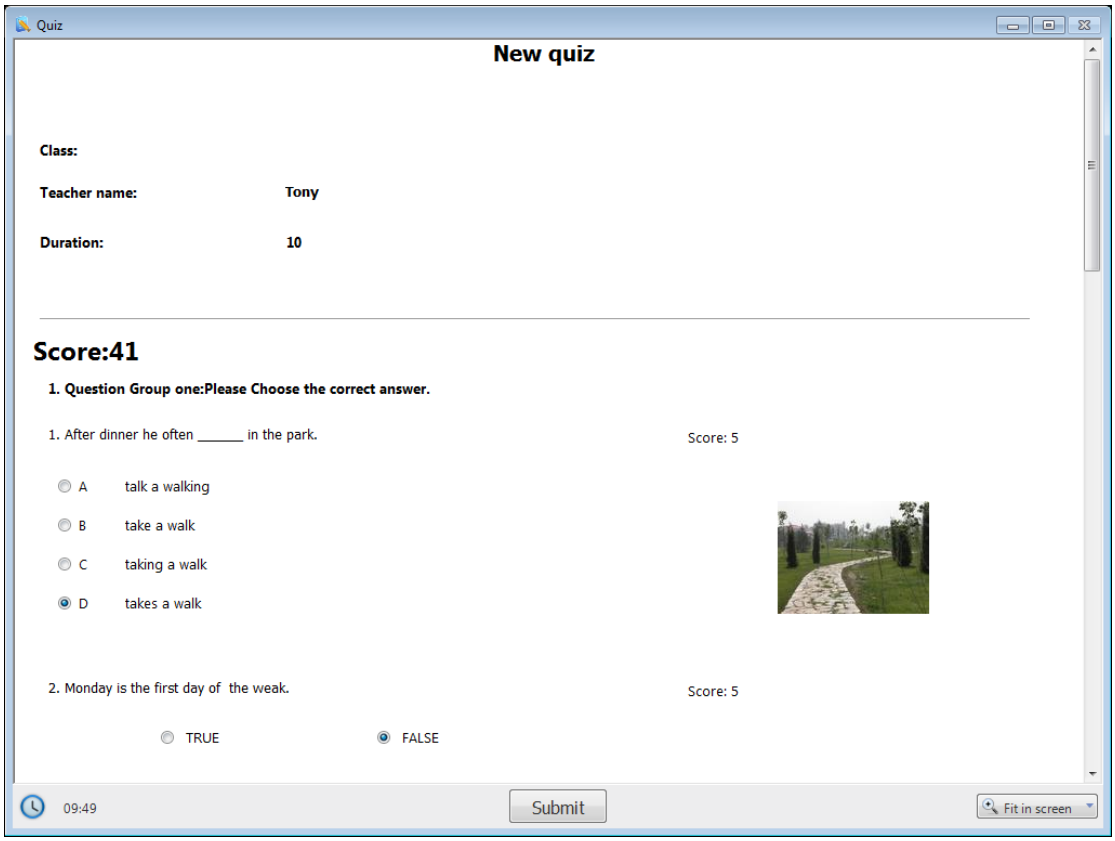
Obtain Quiz Paper

To obtain the paper, students need to do nothing. Just sit there and teacher will send the quiz paper to you. The following picture will display on students' screen after obtaining the quiz paper.



Start Quiz

The quiz paper will display on students screen after teacher click **Start Quiz**. Meanwhile, the countdown will display at the low left corner of students' screen. Student can choose a suitable scaling.



To Answer Questions

1. Browse to a question in the **Quiz** dialog;
2. Select or enter the answers;
3. Drag the rolling bar on the right of the Quiz dialog to roll the quiz page.
4. Repeat steps 1, 2 and 3 to finish all the questions.

Note

✧ The questions of **Quiz** are divided into multiple-choice question, true or false question, free-response question, fill-in-blank question, hot-text question, attachment question and hot-support question. Students should answer the questions according to the question types.

Submit quiz paper

Students need to submit quiz paper after answering all questions.

To Submit Quiz Paper

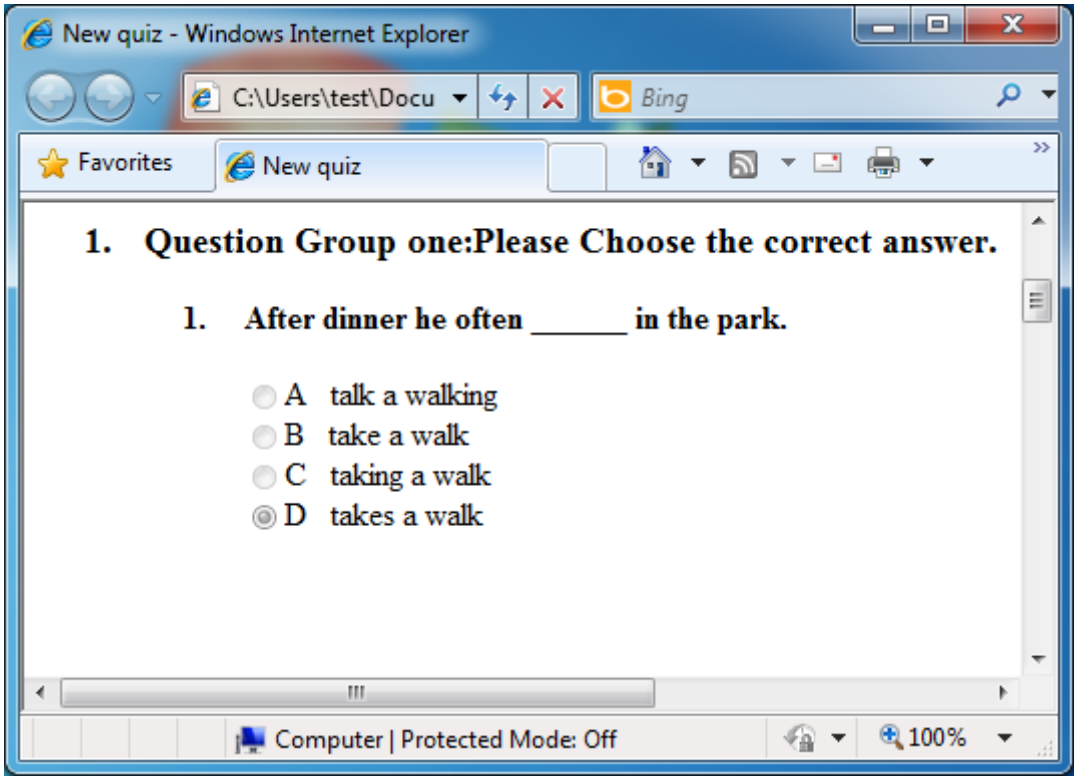
1. Click **Submit** button below the quiz paper;
2. Select **OK** in pop-up dialog.

Note

✧ If the answering time has run out, the quiz paper will be submitted automatically.

View the Quiz-Marking Information

After students complete the quiz, they need to wait until their quiz is marked by teacher and sent back to them.



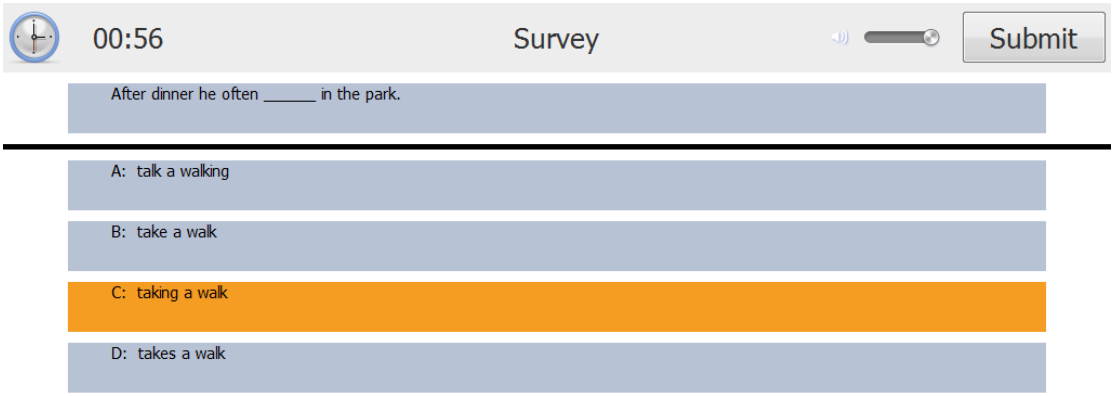
To View the Quiz-Marking Information

1. After the quiz paper is sent back to students, their computers will have an Html page automatically displayed on their desktop.
2. Students can view several kinds of information about their quiz paper, including: the total score; the score of each question and the score they earned; the correct answers for each objective question, with teacher's comments written below.

Notes
✧ The correct answer is in blue, and the wrong answer and teacher's comments are in red.
✧ Mythware Language Lab will save the Quiz-Marking Information automatically, and the default save path is "My Documents\Mythware\Language Lab\Quiz\Paper".

7.25.2 Survey

Survey is an activity that teacher sets a question and students answer the question instantly. The questions of **Survey** are divided into Choice question and True or False question.



To Answer Question

1. Wait for teacher to start **Survey**;
2. Select correct answer, and click **Submit** button at top right corner to submit the answer;
3. Click **OK** in pop-up dialog.

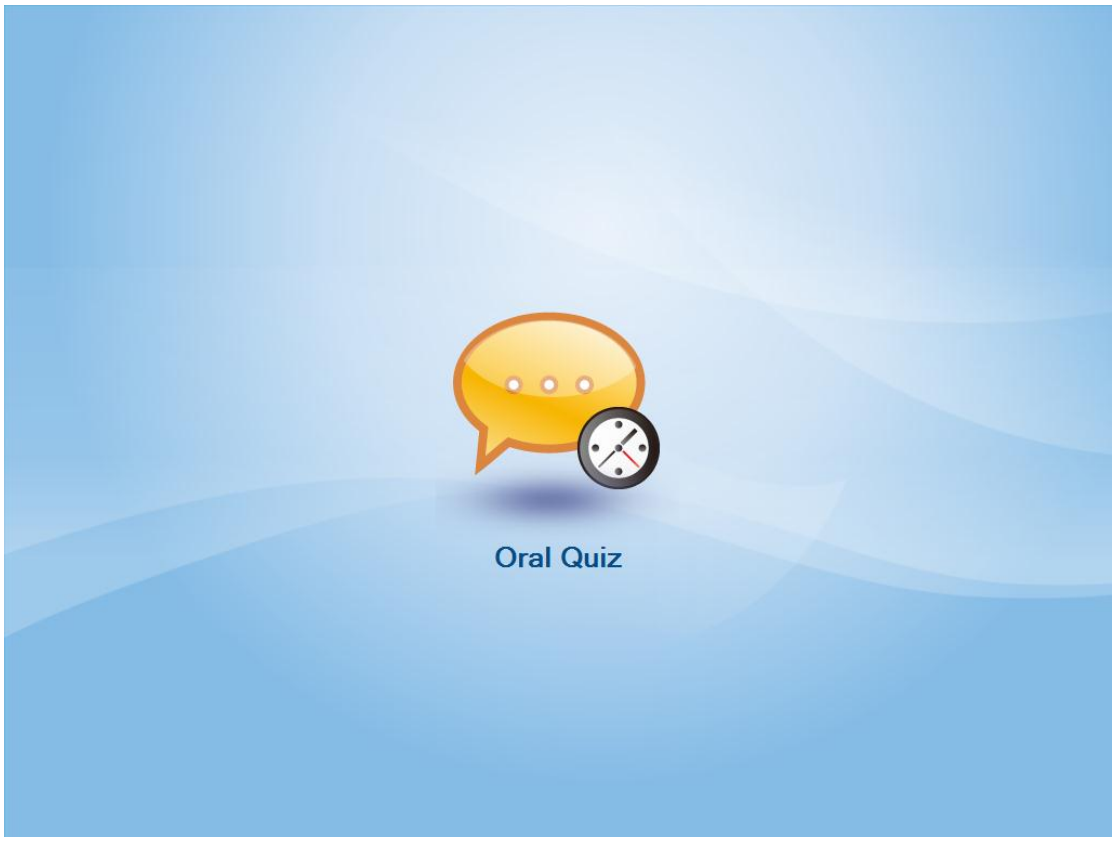
Notes
✧ If the answering time has run out, the quiz paper will be submitted automatically.
✧ If the **Survey** is for survey only, there will be no correct answer displayed after students

submit their answers. If the **Survey** is set a correct answer, the correct answer will display on students' screen after they submit their answers.

7.25.3 Oral Quiz

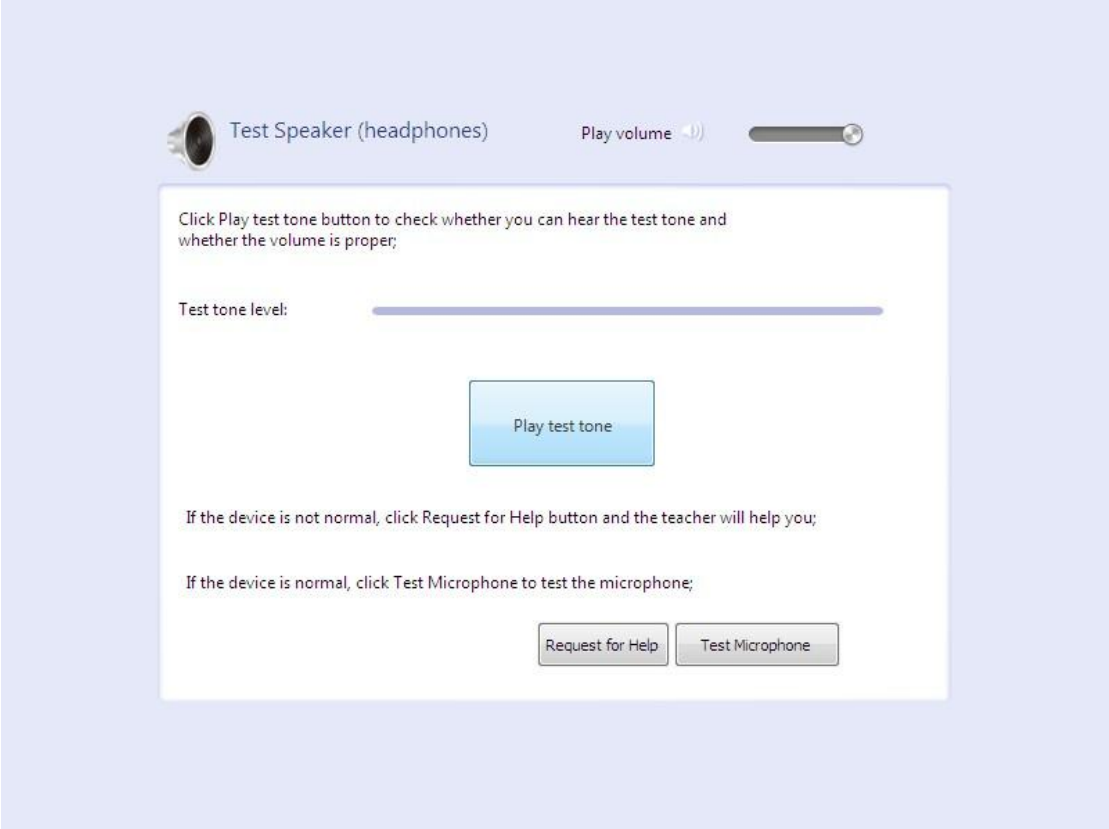
Oral Quiz is a good way for teacher to train and evaluate students' spoken language. Oral Quiz can help to improve students' examination ability.

After initiating Oral Quiz, the following dialog will display on students' screens.



Audition

Audition is used to verify the speakers (headphones) and microphones of students work normally. The following dialog will display on students' screens after teacher launches **Audition**.


Test Speaker (headphones)
Play volume
Click Play test tone button to check whether you can hear the test tone and whether the volume is proper;
Test tone level:
Play test tone
If the device is not normal, click Request for Help button and the teacher will help you;
If the device is normal, click Test Microphone to test the microphone;
Request for Help
Test Microphone

To Start Audition

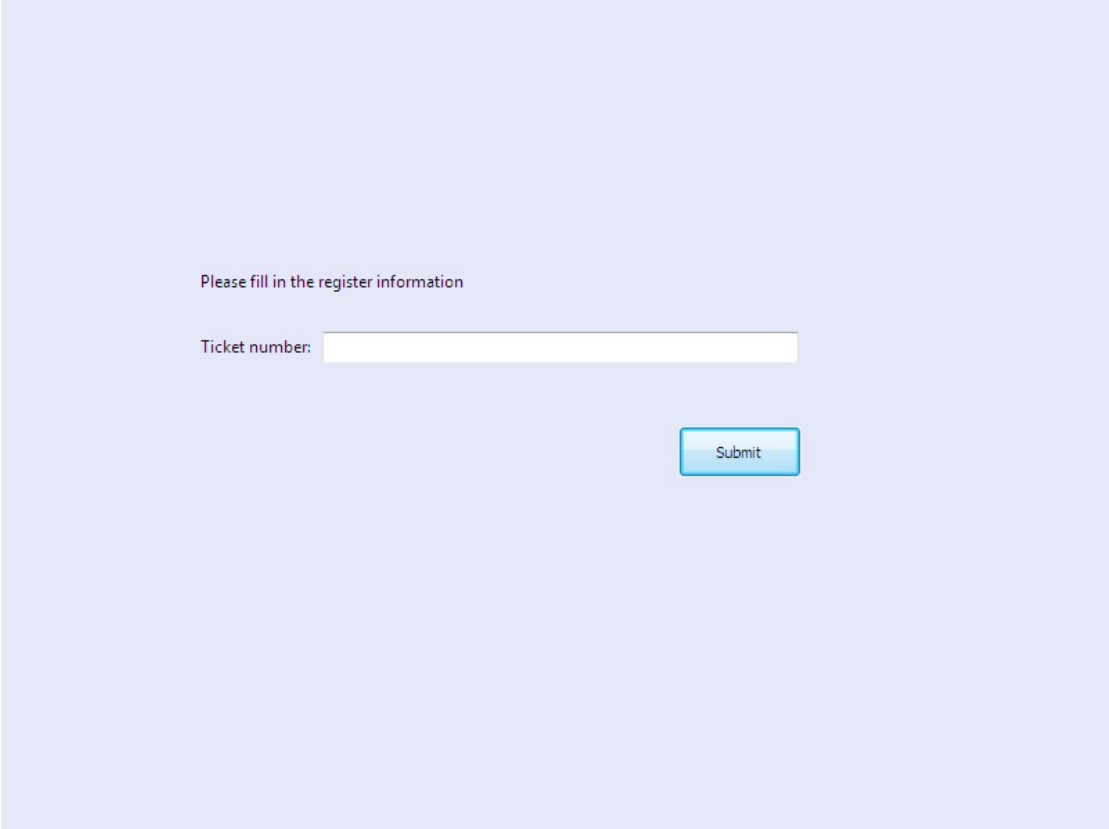
1. Click **Play test tone** button to verify the speaker (headphone) works normally and the volume is suitable;
2. If the volume is not suitable, you can adjust **Play volume**;
3. If the device doesn't work normally, click **Request for Help** button; otherwise, click **Test Microphone** to test the microphone;
4. Test the microphone following the steps. If the device works normally, click **Complete the test** button. Otherwise, click **Request for help** button.

Note

✧ Students can adjust **Play volume** if teacher select **Student display volume while Oral exam**.

Registration

The following dialog will display on students' screen after teacher launches **Registration**. Students need to enter personal information in this dialog.



To Start Registration

1. Enter ticket number in **Registration** dialog;
2. Click **Submit** to complete **Registration**.
3. Verify the register information, if the information is correct, click **Confirm** to finish registration. Otherwise, click **Register again** to register again.

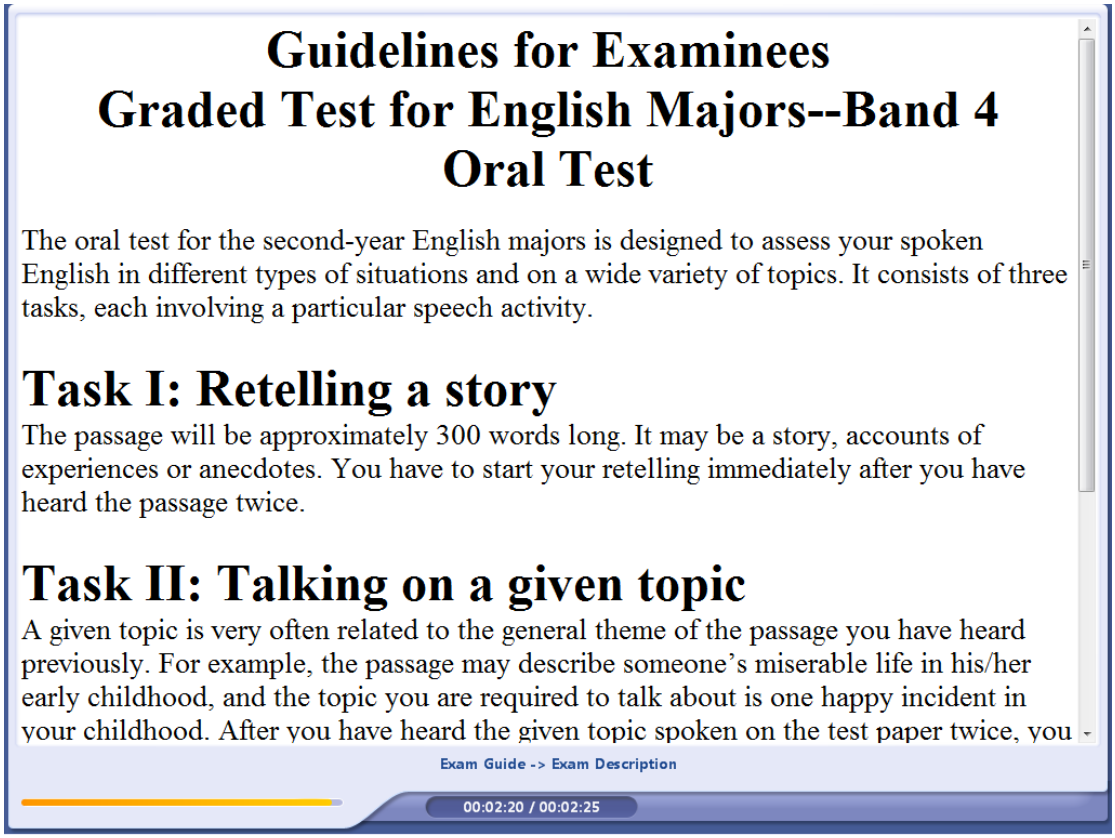
Note

✧ If the teacher select match the student list while registration, students need to verify the Ticket number, Student Name and Gender; otherwise, they just need to verify the Ticket number.

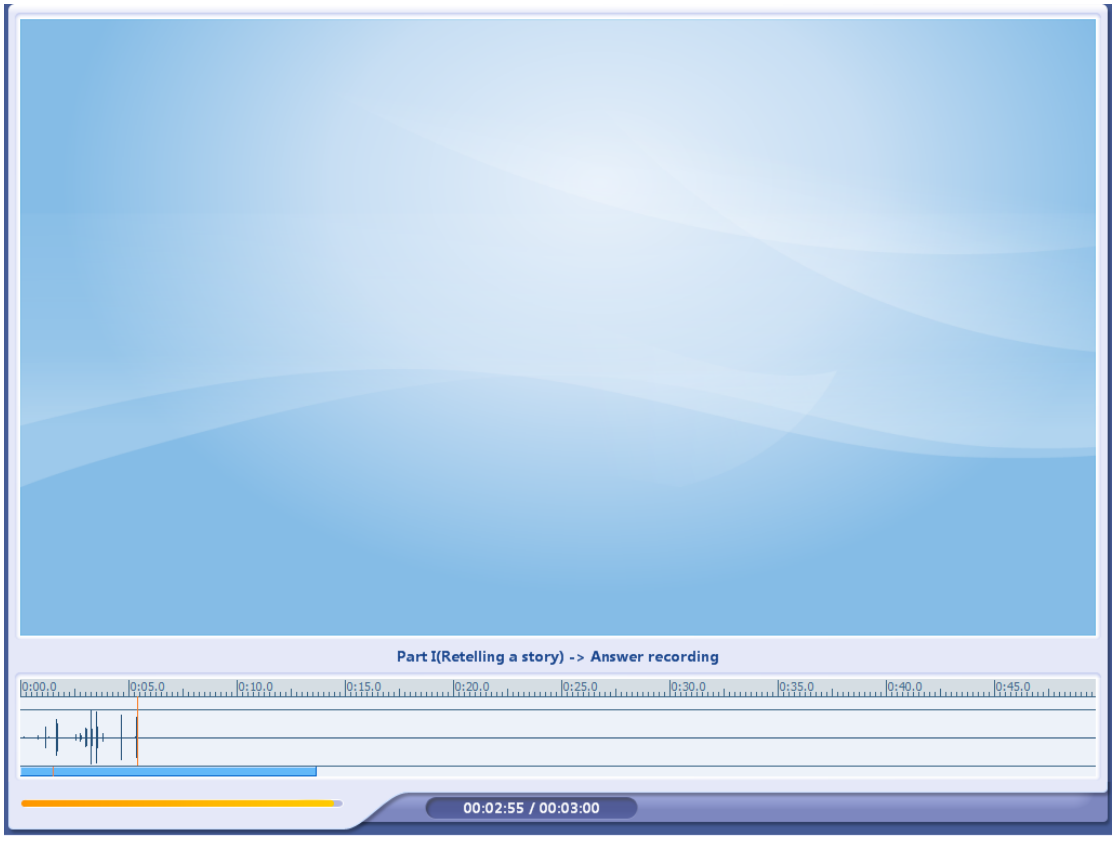
Start Oral Quiz

To Start Oral Quiz

1. Students can listen and read test guidelines and questions after the starting of **Oral Quiz**.


Guidelines for Examinees
Graded Test for English Majors--Band 4
Oral Test
The oral test for the second-year English majors is designed to assess your spoken English in different types of situations and on a wide variety of topics. It consists of three tasks, each involving a particular speech activity.
Task I: Retelling a story
The passage will be approximately 300 words long. It may be a story, accounts of experiences or anecdotes. You have to start your retelling immediately after you have heard the passage twice.
Task II: Talking on a given topic
A given topic is very often related to the general theme of the passage you have heard previously. For example, the passage may describe someone's miserable life in his/her early childhood, and the topic you are required to talk about is one happy incident in your childhood. After you have heard the given topic spoken on the test paper twice, you
Exam Guide -> Exam Description
00:02:20 / 00:02:25

2. After reading the questions, students can start answering the question.



3. Students speak to the microphone to answer the questions. And voice wave will be shown in **Oral Quiz** interface.

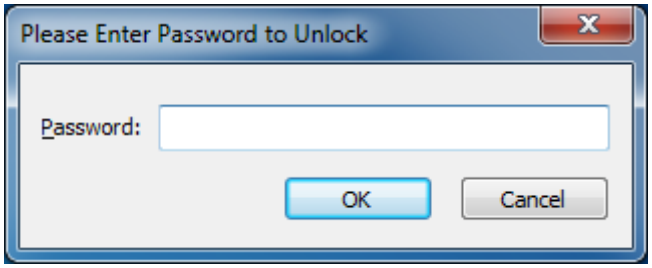
4. After **Oral Quiz** finishes, system will submit recorded files automatically.

8 Student Side Settings

Student Side Settings are used to make better management for students.

To Enter Settings of Student Side

1. Click the button on taskbar. Click **Settings** button in pop-up menu, and then the following dialog will pop up.



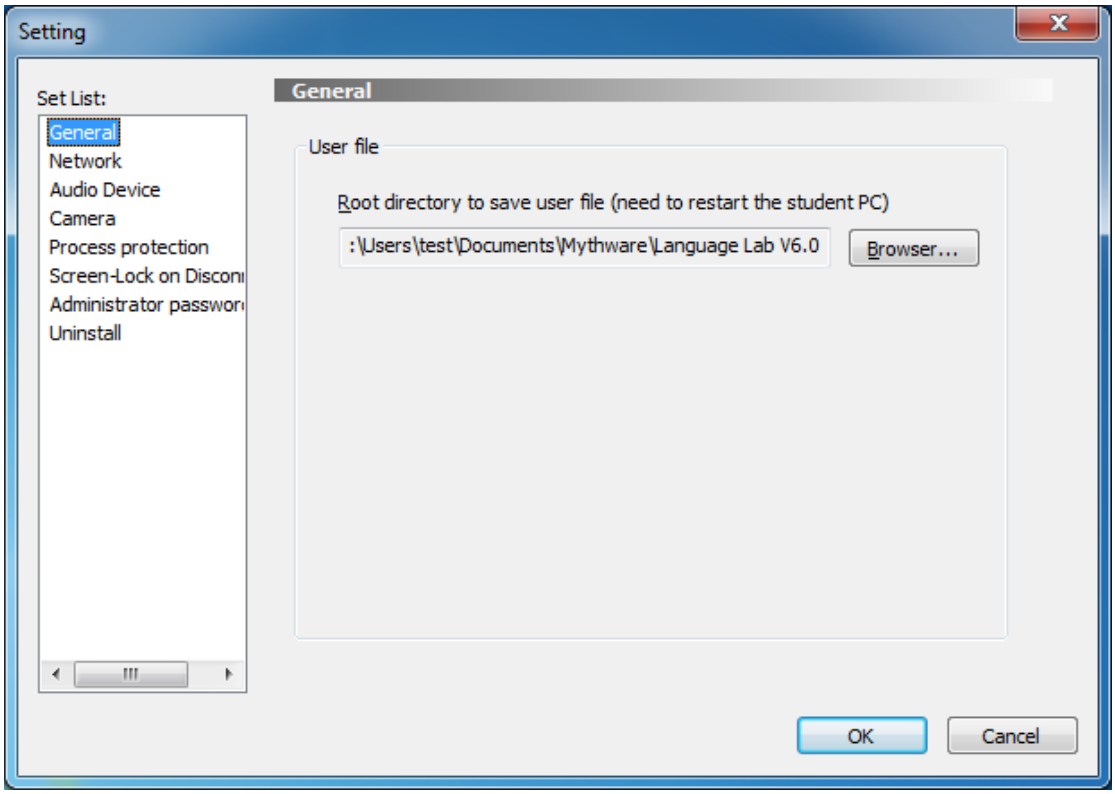
2. Enter the password in input box and click **OK**.

Notes

✧ The password to input is the password used to uninstall and manage the software.

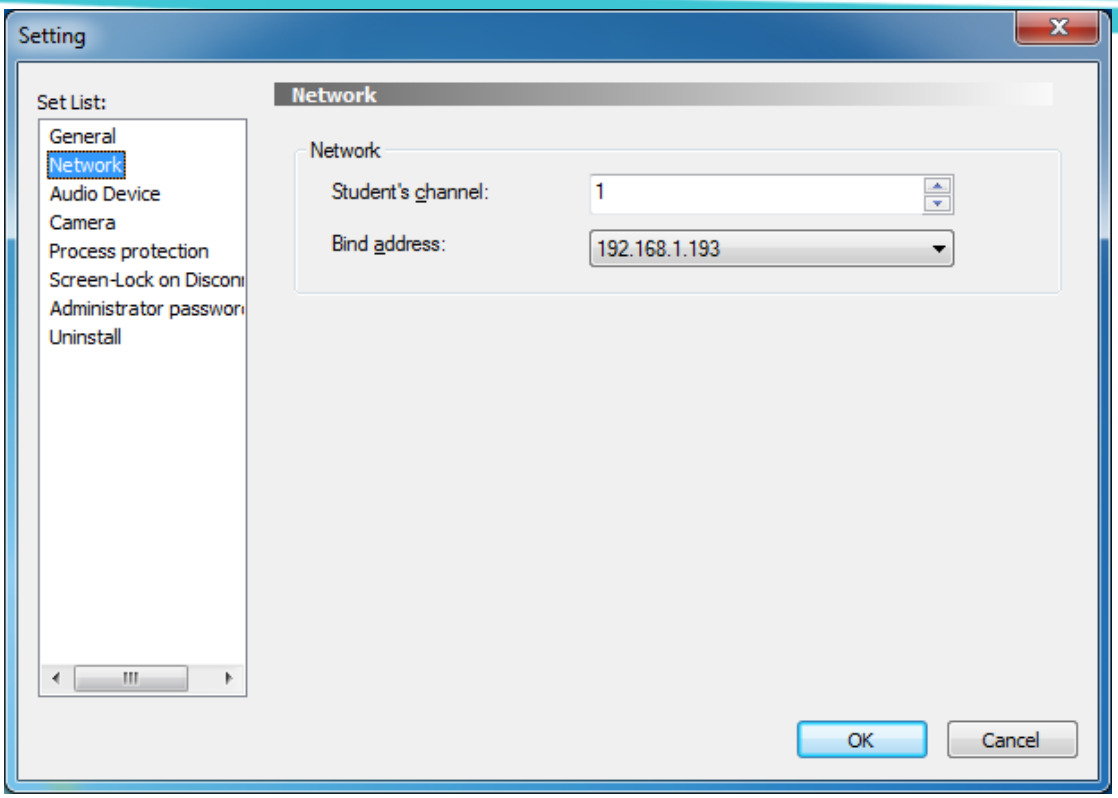
8.1 General

Administrator can set the boot directory to save user files in **General** tab.



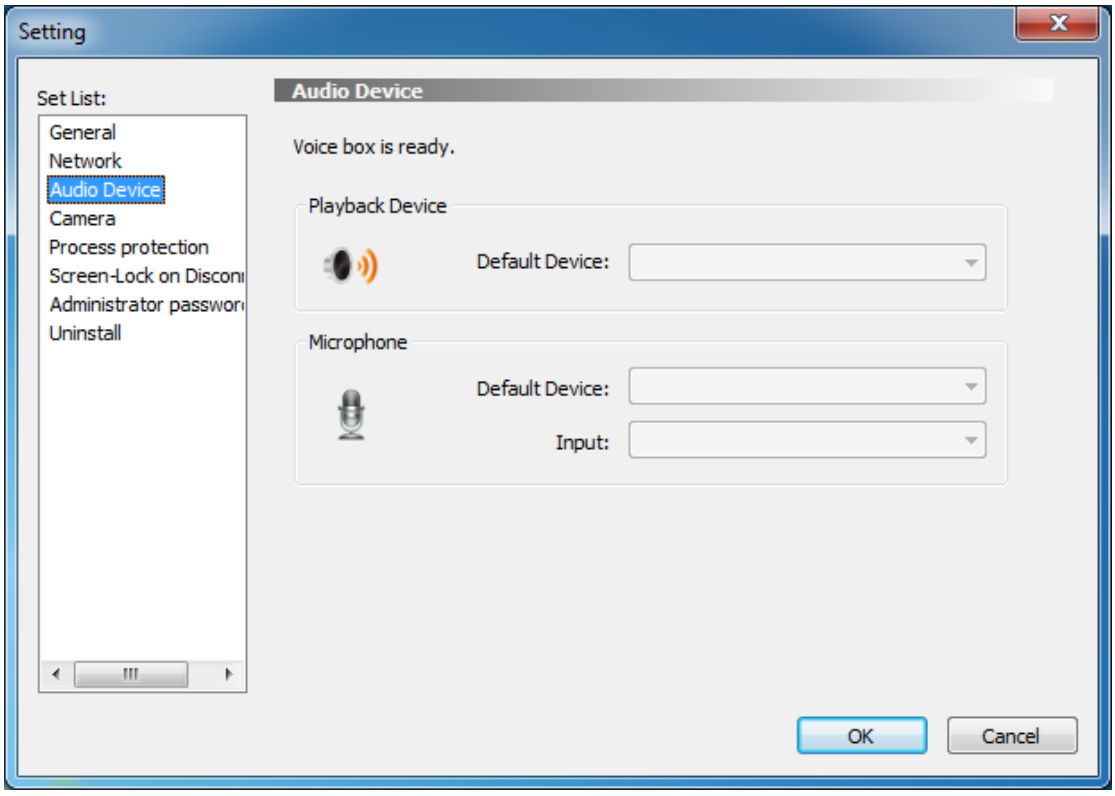
8.2 Network

Administrator can change the student's channel in **Network** tab. Teacher can control the students of the same channel with him. If the student's computer has more than one IP Address, administrator should choose one address to bind in this tab.



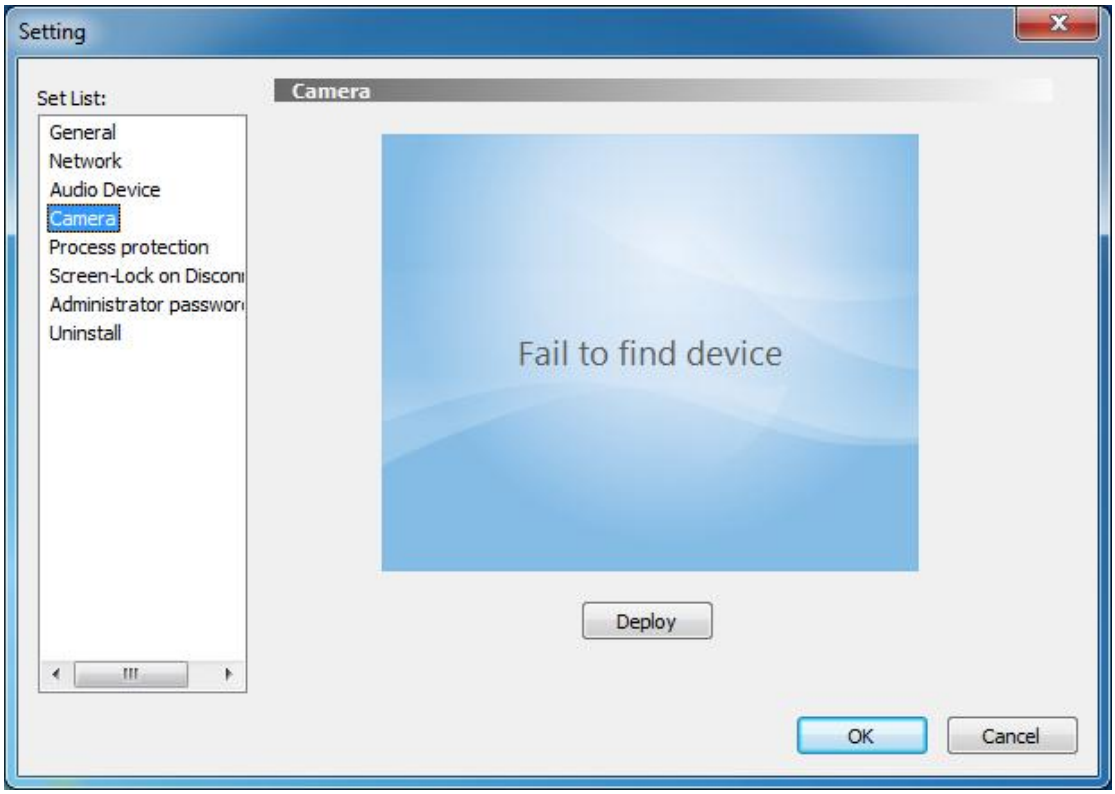
8.3 Audio Device

Administrator should select **Playback Device** and **Microphone** in this tab.



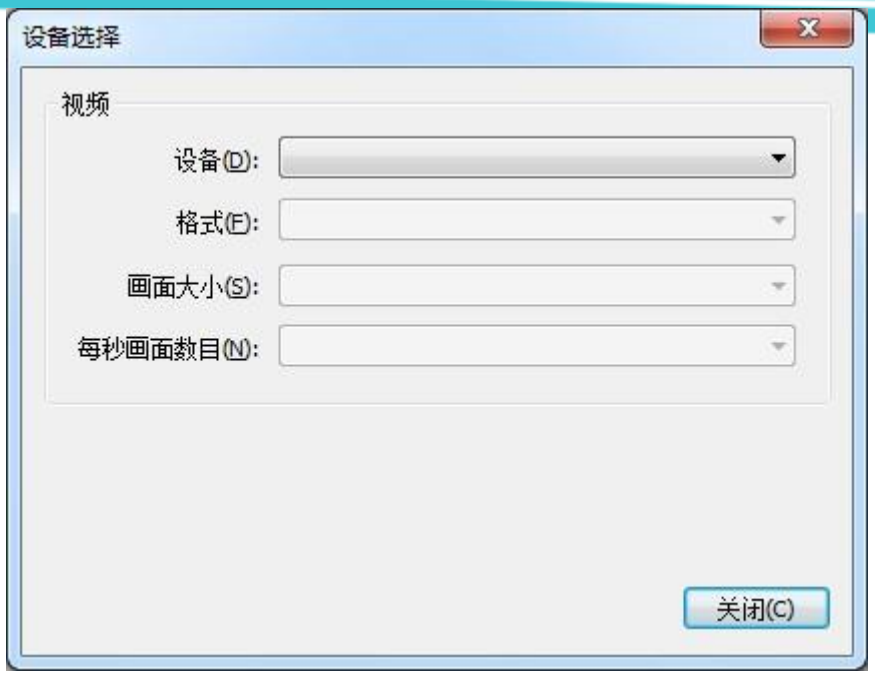
8.4 Camera

Administrator can deploy the camera of student's computer in this tab.



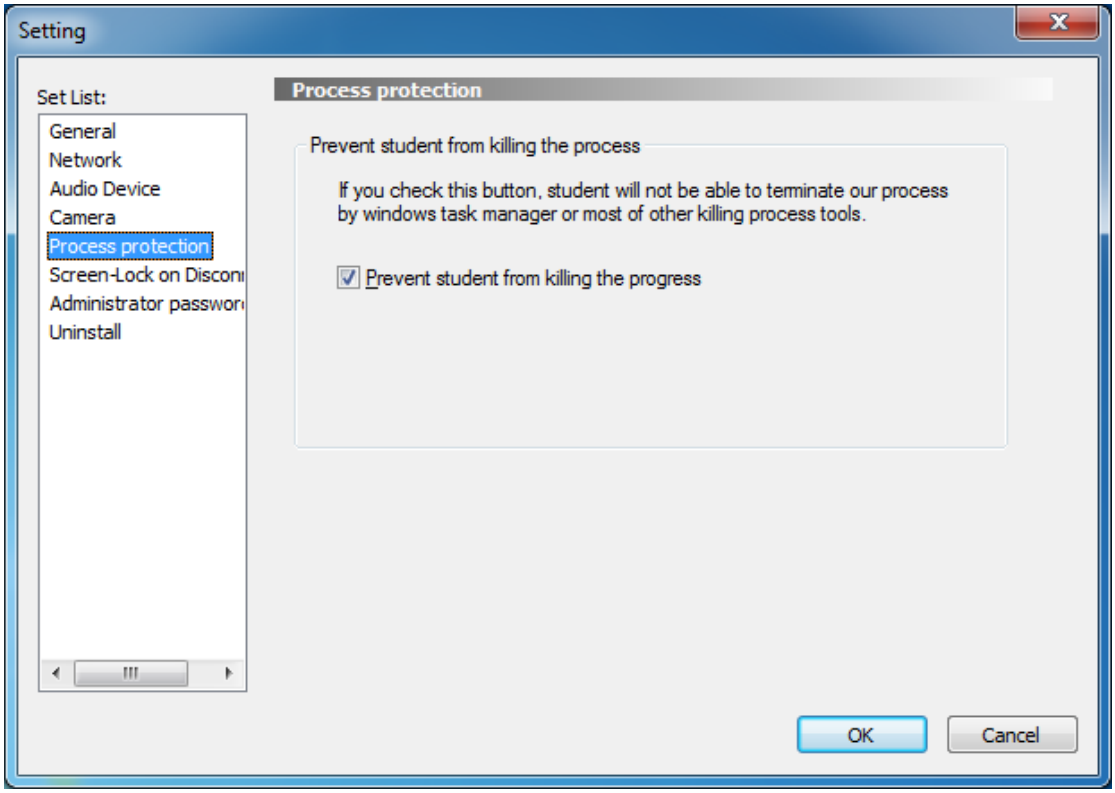
To deploy camera:

1. Click **Deploy** button, the following dialog will pop up;
2. Select a camera in **Device** column;
3. Click **Close.**
4. Click **OK** to complete deploy.



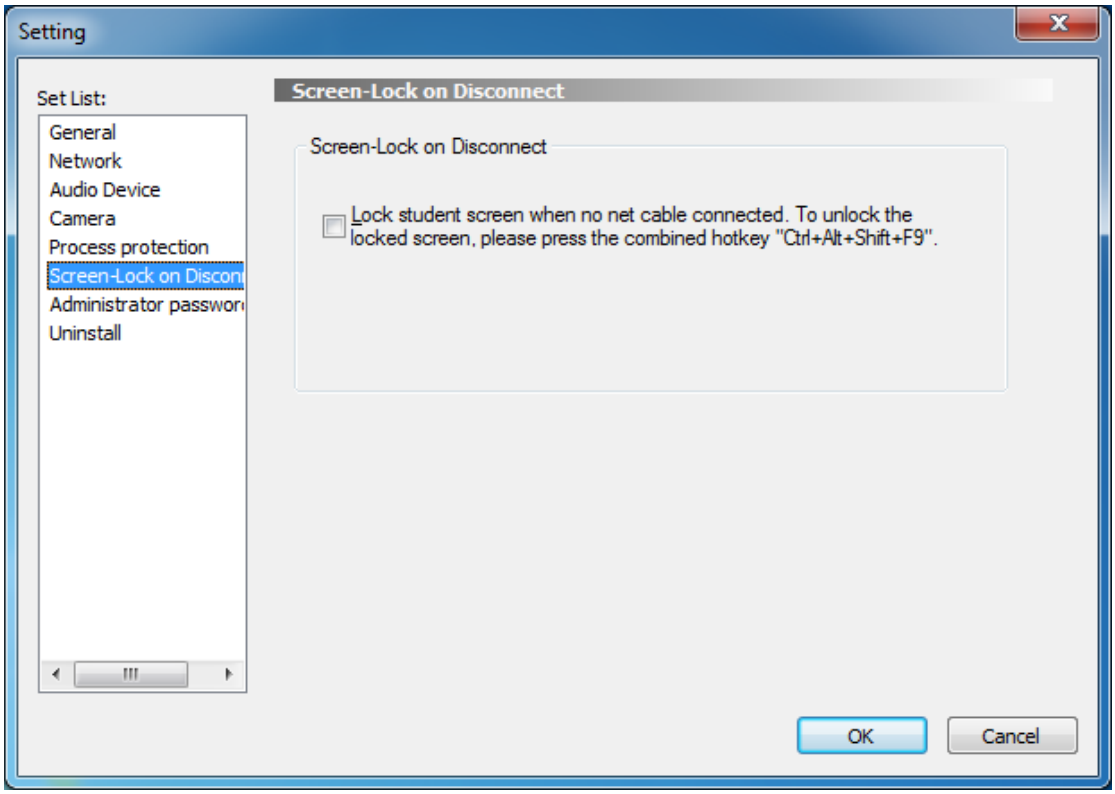
8.5 Process protection

It is used to prevent students from ending the process through Task Manager to escape from the teacher side control program, so that students can no longer terminate the application process by windows task manager or most of other killing process tools.



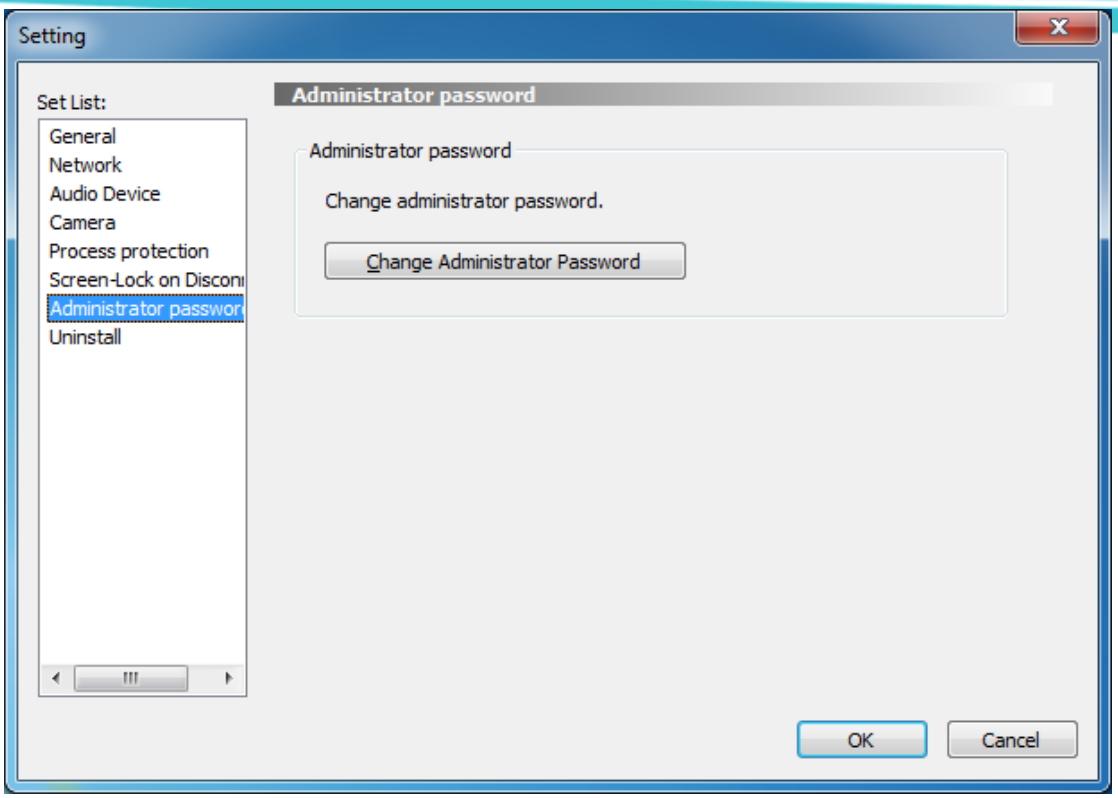
8.6 Screen-Lock on Disconnect

In daily teaching, students sometimes unplug the network cable or disable the network card to escape from teacher's control. After setting **Screen-Lock on Disconnection**, when being monitored students initiatively disable the connection, the program will lock student's screen immediately. And students need to press {Ctrl + Alt + Shift + F9} hotkey and input administrator password to unlock.



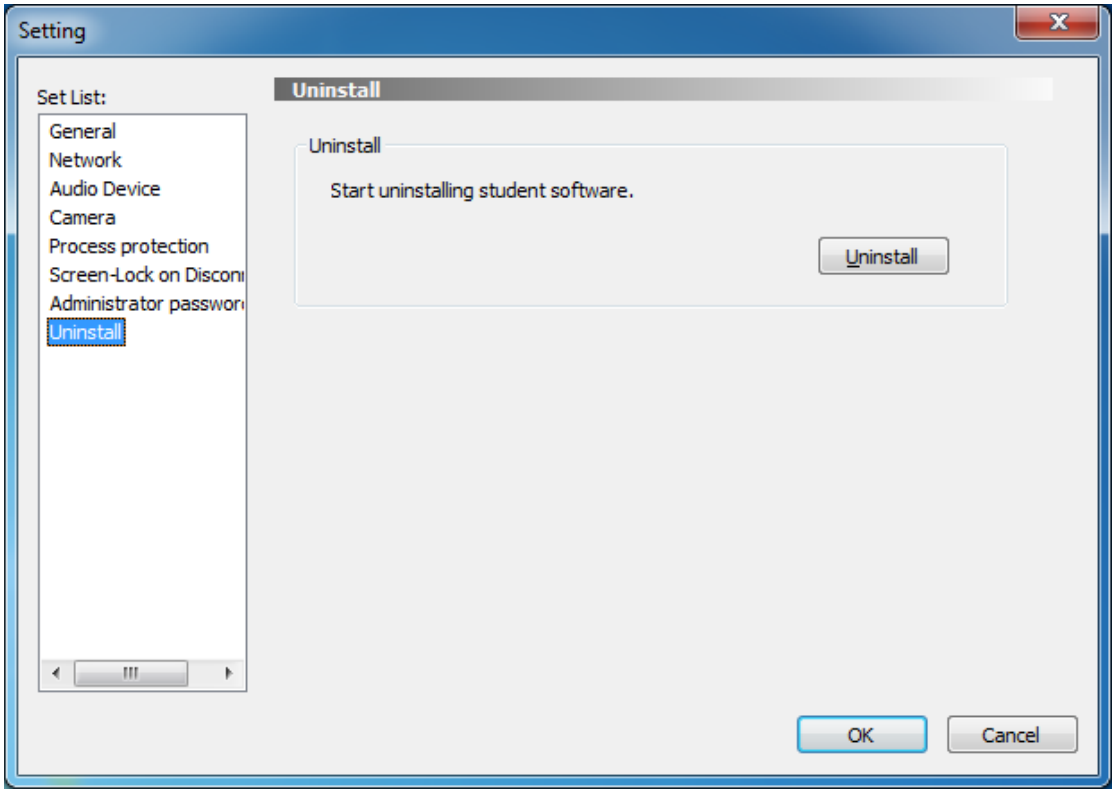
8.7 Administrator Password

Administrator can change the **Administrator Password** in this tab.



8.8 Uninstall

Administrator can uninstall student software in this tab.



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Technical Support

The software Technical Support team welcomes your questions and comments.

If you experience any difficulty with the software, you may first want to contact your local agents, as they may be able to solve the problem more quickly.
Relevant telephone, fax and email information contained in the software:

Phone: +86-25-66987899

Fax: +86-25-66987898

Mail: sales@mythware.com

Website: www.mythware.com

When you call technical support, it is helpful if you have accessed to your software during the call. The support representative may ask you for the following information:

When you purchased the product.

The agent's name.

The version of your operation system.

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